RENAISSANCE LEARNING

Renaissance Place™ Software Manual

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As technology advances it becomes necessary for software companies to drop support for older operating systems and third-party software. It is the responsibility of the customers to keep their computers, networks, operating systems and third-party software up-to-date and functional. Although Renaissance Learning will not discontinue support for older products immediately, we will continue to evaluate system requirements and do our best to provide advance notice when it becomes necessary to raise our requirements.

9/2015 RPUK

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Some links in the software have a yellow triangle with an exclamation point next to them, or they are not available and a red circle with a line through it appears next to them. 215

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Welcome to Renaissance Place

Thank you for choosing one or more of the following Renaissance Place software products:

- Accelerated Maths
- Accelerated Reader
- MathsFacts in a Flash
- STAR Early Literacy
- STAR Maths
- STAR Reading

The Renaissance Place management system is automatically included with any of these Renaissance Place products.

How It Works in Your School and Classroom

You can use Renaissance Place to add, edit or delete information about your school network, school years (including marking periods and non-teaching days), personnel (including teachers), students, courses and classes; you can also edit school information. This information is used by the Renaissance Place products that you have purchased.

You can also customise the capabilities that each group of users has, customise login and security settings and set data editing restrictions.

Renaissance Place includes reports that help you analyse how your students are performing in more than one of your products.

Your Renaissance Place links are listed under the products on the Home page; the Summary Dashboard and Consolidated Reports are under Dashboards and Reporting.

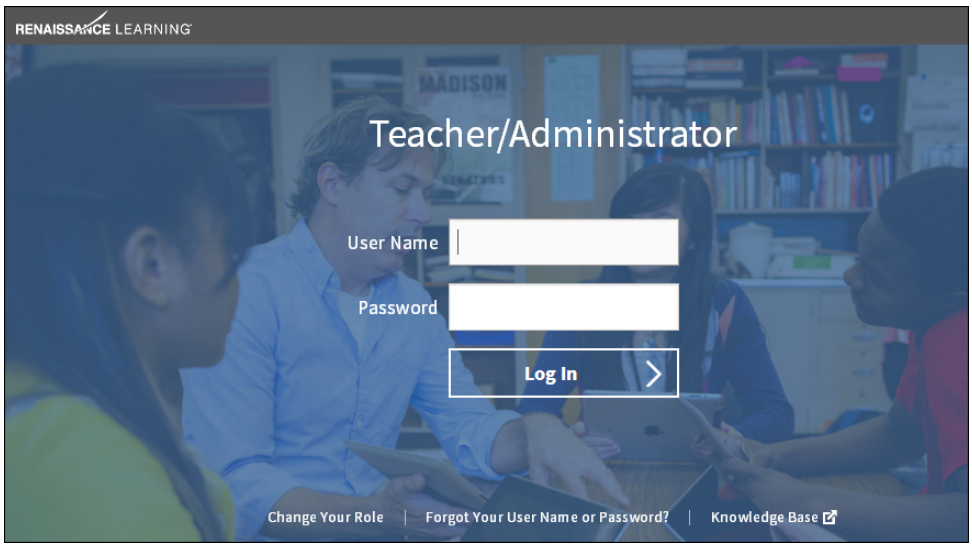
Logging In

Use these instructions to log in to Renaissance Place and access the Renaissance Place software.

User names and passwords are not case-sensitive, *but if your CAPS LOCK is engaged, symbols could be substituted for numbers, causing the software not to recognise the user name or password.*

1. In your web browser, go to your address (URL) for Renaissance Place.
2. On the Renaissance Place welcome page, click **I am a Teacher/Administrator**.
3. Enter your user name and password.

   Note: You may be able to use the Forgot Your User Name or Password link if you have forgotten your user name (see page 68) or password (see page 67).



4. Click **Log In**. You will go to the Home page.

   Note: If the Login Settings page opens, one of two things has happened. Either your administrator wants you to change your password for security reasons or you have not changed your password in a year and the software requires it. Be sure to enter your email address and security questions on the Login Settings page (see page 65) so that you can reset your password if you forget it (see page 67) or retrieve a forgotten user name (see page 68).

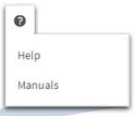
Tour of the Home Page

Each program used by your school is listed on the Home page. Select a program to see links that allow you to go to specific program features. For in-depth explanations of its program features, see each program's help or software manual. If you have a Renaissance-U icon, you can select it to access professional development through self-paced online tutorials and activities.

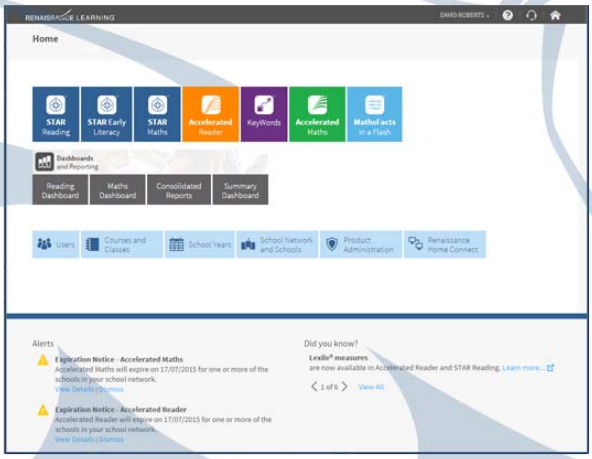
If you belong to more than one user group, or are assigned to more than one school, use this drop-down list to change your role (or to log out).

For help, select the **?**, then:

- Select **Help** to open a help page related to the software page you're viewing.
- Select **Manuals** to access all the products' software manuals.

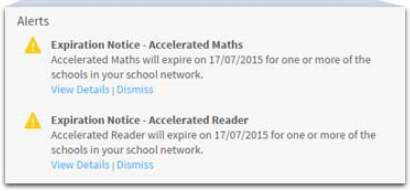


The dashboards and reports give you a way to quickly get an overview of how your school(s) are performing.



Select the live support icon to chat with a member of our support staff.

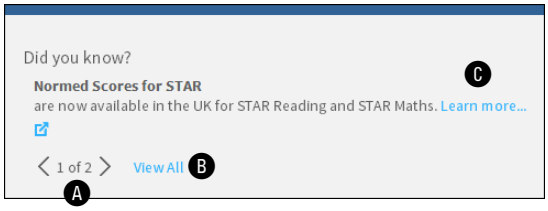
Select the home icon to return to the Home page.


Alerts
Expiration Notice - Accelerated Maths
Accelerated Maths will expire on 17/07/2015 for one or more of the schools in your school network.
View Details | Dismiss
Expiration Notice - Accelerated Reader
Accelerated Reader will expire on 17/07/2015 for one or more of the schools in your school network.
View Details | Dismiss

Alerts let you know when there is new information about your software or if it needs administrative attention (for example, a subscription renewal).

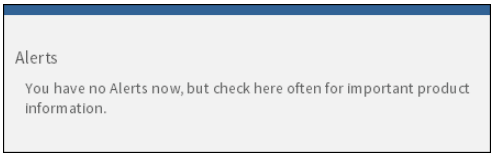
Did you know? articles provide information about program functions and resources to help you use the software more effectively.

Did You Know?



On the bottom of the Home page, the Did you know? area displays information about program features to help you use the software more effectively. The software will automatically cycle from one topic to the next each time the Home page is refreshed. You can click the left or right arrows Ⓐ to move through the topics at your own pace, or you can click **View All** Ⓑ to go to a new page where all the current topics (and some of the previously featured items) can be seen. For each topic, you can click **Learn more** Ⓒ to get more in-depth information about that feature.

Alerts



When you log in to Renaissance Place, you will see an Alerts area on the bottom of the Home page. You may see one or more alerts, depending on your role:

There are three types of alerts:

- **General product information** : Inform you of new product features or other changes to your software. For example, if the server hosting Renaissance Place for you will be undergoing maintenance, you would be notified in an alert.
- **Action necessary** : You must take specific action in the software. For example, if your product subscription is going to expire in the next 30–90 days, this type of alert will remind you to renew it.
- **Immediate attention** : You must take immediate action. For example, if the terms of the Renaissance Place Licence Agreement change, you will need to agree to the new terms before you can use the software.

Alerts will have whatever links are necessary for you to take action, view more information or dismiss the alert. Some alerts require special attention:

- **Licence agreement alerts:** School network administrators and school administrators will be presented with a notice that they must view and accept the terms of the Renaissance Place Licence Agreement. They will be provided with a link to view the licence; on the licence page, they can choose to accept or not accept the agreement.

  If an administrator-level user does not accept the agreement within 30 days after the alert first appears, the alert will appear on the Home pages

for school network staff, school staff and teachers. At least one user per site must agree to the licence agreement.

- **Subscription alerts:** When 90 days remain before your subscription runs out, an "action necessary" alert appears to remind you. This alert can be dismissed, but it will reappear again when the subscription is down to 60 days, then 30, then 15 (when it will become an "immediate attention" alert). During this time frame, if your subscription is renewed, Renaissance Learning will enter the new subscription code, and this alert will not reappear until 90 days prior to the end date of the new code (next year).
- **School year alerts:** School network administrators and school network staff will see an alert if a school year has ended and no new school year has been added yet. The alert will remain until you add the next school year.

Navigating the Software

The navigation bar at the top of each page shows you where you are in the software, as shown here.

If you need to go back to a previous page, use the links in the navigation bar rather than the web browser's Back button, which can sometimes give you unexpected results. For example, if you are on the Edit Existing Users' Capabilities page and want to go to the Home page, click **Home** in the navigation bar.

Switching Roles from the Home Page

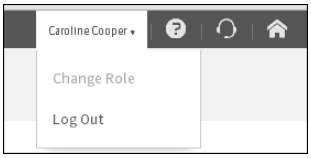
You may also see the Change Role option if you have been given extra capabilities, *even if you do not have more than one role in your school or school network. If you have been granted more capabilities and you do not see the links you need, check for the Change Role option from your Home page and choose the role that applies to the task. For more about capabilities, see page 53.*

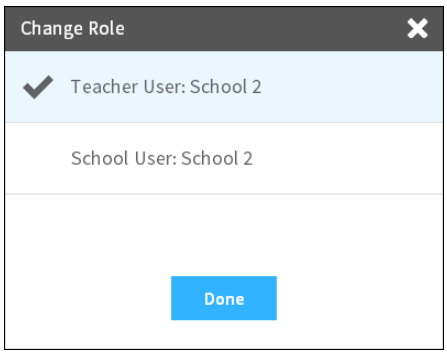
Some people in your school network or school may be assigned more than one role, or they may be assigned to more than one school. For example, a school librarian might also teach reading classes.

Renaissance Place keeps track of these multiple roles. You can switch between roles or schools after you log in or any time while you are using the software.

People normally change their user types or location in order to perform tasks in the software that are restricted to specific user groups. If you are trying to perform a task and finding you do not have access, try switching your user type in the drop-down list.

On the Home page, select your user name, then select **Change Role**. Then, choose the role you want to work as and click **Done**.





Tools to Help You with Renaissance Place

You will find many tools in the software to help you learn how to use Renaissance Place, including:

- Manuals and other documents (see page 7)
- Help in the software (see page 8)
- Live Chat Support (see page 10)

Manuals and Other Documents

To access the software manuals and other useful documents, click **Manuals** in the upper-right corner of any page. (On the Home page, click **?**, then **Manuals**.) Clicking that link lists the documents available for the Renaissance Learning products installed on your server. For Renaissance Place, you will find these documents helpful:

Document	What It Gives You
Renaissance Place Software Manual	▸ General information about the software ▸ Step-by-step instructions for working with the software ▸ Procedures for managing information about your school network, school years, schools, courses, classes, personnel and students and about changing capabilities for users ▸ Instructions for consolidating data and generating reports ▸ Procedures for setting login, security and data editing preferences
Renaissance Place Tips for Getting Started	▸ Instructions to help you get started using the software
Renaissance Place Tips for Consolidated Reports and the Dashboard	▸ Helpful hints for consolidating data, running reports and using the Dashboard
Getting Ready for a New School Year	▸ A checklist of software tasks that you need to do to prepare for the school year
How to Read a Maths Implementation Report	▸ Information to help you interpret data in the Renaissance Place Implementation Progress and Status Reports
How to Read a Reading Implementation Report	▸ Information to help you interpret data in the Renaissance Place Implementation Progress and Status Reports

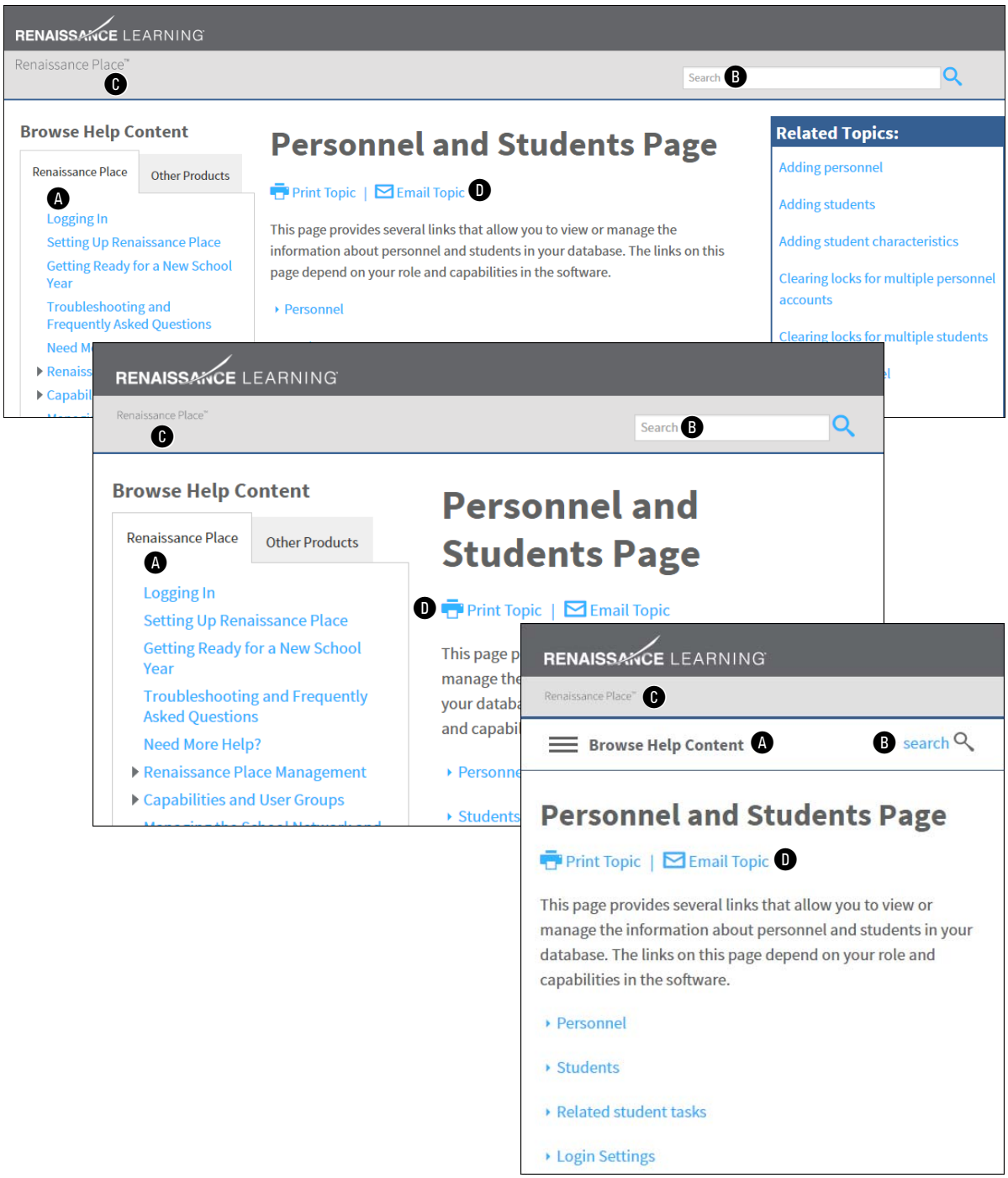
Help in the Software

To access the help, select **?** on the Home page or **Help** in the upper-right corner of any other page. The help opens in a separate tab or window.

When you click the help link, the help looks like the examples on the next page (depending on your screen or window size). Use the Contents Ⓐ, Search Ⓑ, and Related Topics to find the information you need. Use the **Other Products** option to go to help for another Renaissance Place product (such as STAR Reading). You can provide feedback if you have comments or questions.

The logo Ⓒ lets you know you are in the Renaissance Place help. If you go to another program's help, you will see the logo for that program.

To print or email the current help topic, use the links just under the topic title Ⓓ.


RENAISSANCE LEARNING
Renaissance Place™
C
Search
B
Browse Help Content
Renaissance Place
Other Products
A
Logging In
Setting Up Renaissance Place
Getting Ready for a New School Year
Troubleshooting and Frequently Asked Questions
Need More Help?
Renaissance Place Management
Capabilities and User Groups
Personnel and Students Page
Print Topic | Email Topic
D
This page provides several links that allow you to view or manage the information about personnel and students in your database. The links on this page depend on your role and capabilities in the software.
Personnel
Students
Related student tasks
Login Settings
Related Topics:
Adding personnel
Adding students
Adding student characteristics
Clearing locks for multiple personnel accounts
Clearing locks for multiple students
search

Live Chat Support

If the link shows that Live Chat Support is not available, *this means that there are no representatives available to chat right now. Refresh your web browser to see if the status changes to "available".*

Click the chat icon in the upper-right corner of the Home page or **Live Chat Support** on other pages to chat with a member of our support staff.

By default, you can access chat from any Renaissance Place page; however, school network administrators can set a preference to make it accessible from the Home page only *or* to turn it off entirely:

1. On the Home page, click **Product Administration**.
2. Click **Manage Live Chat Support** on the Product Administration page.
3. On the Manage Live Chat Support page, choose from the following options:
   - **On:** the link is shown on all Renaissance Place pages (this is the default setting).
   - **Off:** the link is not shown on any page.
   - **Home Page Only:** the link is shown only on the Home page.
4. Click **Save** to save your changes, or click **Cancel** to leave this page without saving your changes.

Need More Help?

- **Knowledge Base:** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Email:** Send general questions to support@renlearn.co.uk (UK) or worldsupport@renaissance.com (Australia).
- **Phone:** Call +44(0)845 260 3570 (UK) or 1800 467 870 (Australia).

Logging Out and Closing the Software

Automatic logout after 80 minutes. *If you do not use any Renaissance Place product for about 80 minutes, it automatically logs you out and you will have to log in again when you return to the software.*

When you have finished working in Renaissance Place, log out to keep your data secure.

1. On the Home page, select your user name on any page, then click **Log Out**. On other pages, select **Log Out** in the top-right corner of the page.
2. Close the software by closing your web browser.

Setting Up Renaissance Place

This section tells you how to set up your Renaissance Place data when you first start using the software.

Importing Data from Other Sources

Before you go through the checklists below, consider whether you can bring in some information from another program. If you have other software with student, teacher, course and class information in it, you may be able to get the data into Renaissance Place by importing data using the Renaissance Place import feature. See "Managing Data Imports" on page 179.

Setup Checklist for School Network Administrators, School Administrators and Non-Teaching Staff

To set up Renaissance Place for the first time, use the checklist below. In some cases, Renaissance Learning may have done some of these tasks for you.

Note: If the Renaissance Place administrator will be adding students or having them imported, school personnel should wait until this is done before adding any students to avoid adding the same students more than once.

	Task	Usually Performed By[a]					Where to Go for Instructions
		School Network		School		Teacher	
		Admin.	Staff	Admin.	Staff		
☐	Add the marking periods for each school (used for targets and reports).	✓	✓	✓	✓		Page 14
☐	Add the non-teaching days during the school year for each school (used for report calculations).	✓	✓	✓	✓		Page 16
☐	Set reporting periods for Consolidated Reports (**school network administrators or school administrators only**).	✓		✓			Page 18

	Task	Usually Performed By[a]					Where to Go for Instructions
		School Network		School			
		Admin.	Staff	Admin.	Staff	Teacher	
☐	Add all personnel who will be using the software or import their information. Be sure to give them their user names and passwords.	✓	✓	✓			Page 19
☐	Add the students who will be using the software or import their information.	✓	✓	✓			Page 20
☐	Add the courses of study, which stay in the database for your school from year to year.	✓	✓	✓	✓		Page 21
☐	Add the classes for this school year to the courses. Classes must be added every year. As you add the classes, select the primary teacher and the products the class will use, and add the students. (If you imported classes, edit them to select the teacher and products and add the students.)	✓	✓	✓	✓		Page 22

a. Based on the capabilities that users in this group usually have (see page 53). If your administrator has given you more capabilities, you may be able to do these tasks even if you do not see a tick mark for your group here. If you have the Change Role option available from your Home page (see page 6), you may need to choose a different role before you can do some tasks.

Setup Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, click **Manuals** in the upper-right corner of any page in Renaissance Place. (On the Home page, click **?**, then **Manuals**.)

	Task	How to Start the Task	Where to Get More Information
☐	Check for the Renaissance Place downloads and third-party software that you need on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users.	Click **Check Software Requirements** on the Renaissance Place Welcome page on each computer. Then, click **Downloads**.	Page 26
☐	Make sure each computer that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	Follow the instructions for your computer's operating system and/or browser.	—
☐	If you are using AccelScan scanners with Accelerated Maths, make sure they are connected to the computers where they will be used, and make sure each of those computers has the AccelScan Scanning Software installed.	Using the cable provided, connect each AccelScan to the computer where it will be used.	▸ *Accelerated Maths Software Manual* ▸ *AccelScan Setup*
☐	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Maths, Accelerated Reader, KeyWords and/or MathsFacts in a Flash), make sure the Renaissance Receivers are connected to the correct computers.	Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	▸ *Accelerated Maths Software Manual* ▸ *Accelerated Reader Software Manual* ▸ *KeyWords User Manual* ▸ *MathsFacts in a Flash Software Manual* ▸ *NEO User Manual*
☐	If you will be using Accelerated Reader for iOS on the iPad, iPhone or iPod touch or STAR for the iPad, make sure: ▸ The app is downloaded on each device. ▸ You have established settings by connecting to Renaissance Place on one device, then sharing those settings with all of the other devices. ▸ You have added classes, students, and teachers to Renaissance Place.	You can get the app for each device in the app store. To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.	▸ *Accelerated Reader Software Manual* **Note:** Students can also use Accelerated Reader in a web browser on iPad® as they would use it on a computer.

Defining Marking Periods

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

By defining the marking periods used in your schools, you make it possible to:

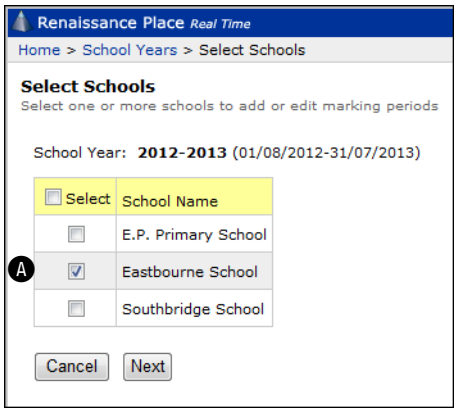
- select them when you add classes that do not last the entire school year
- print reports that focus on specific marking periods
- set targets in some Renaissance Place products, such as Accelerated Reader or Accelerated Maths

To add marking periods, see the steps below.

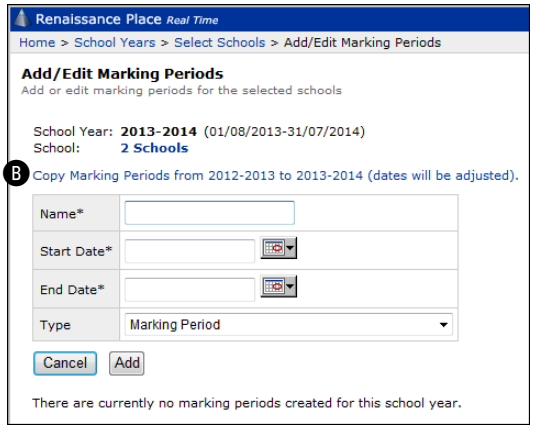
Note: You can only add or edit marking periods in the current school year or a future school year. If you are viewing a *past* school year, the link for adding or editing marking periods will not be available. It will be replaced with a link for viewing the marking period information (see page 47).

If you are a school administrator or school staff member and you have access to more than one school, *choose the Change Role option from your Home page to choose your role at the school you want to add marking periods to before you follow these steps. For more information, "Switching Roles from the Home Page" on page 6.*

1. If you want to add, edit or delete marking periods for a future school year, you must choose to work in that school year first (see page 44).
2. On the Home page, click **School Years**.
3. Click **Add/Edit Marking Periods** on the School Years page.
4. If you are a school network administrator or school network staff member, on the Select Schools page, tick the box for each school that needs marking periods set or changed Ⓐ. Then, click **Next >**.

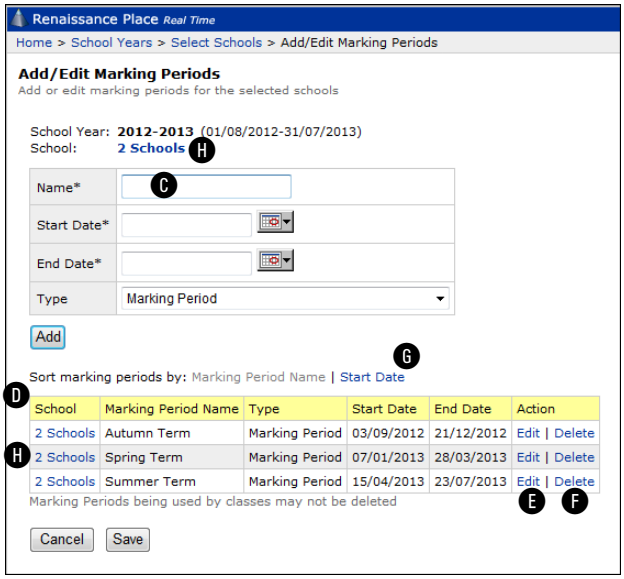


5. On the Add/Edit Marking Periods page, enter the information for the marking periods:
   - If you see the **Copy Marking Periods** link Ⓑ, you can click it to copy marking periods from the previous school year. This link is not available if there are no marking periods to copy or you have already copied them.


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Marking Periods
Add/Edit Marking Periods
Add or edit marking periods for the selected schools
School Year: 2013-2014 (01/08/2013-31/07/2014)
School: 2 Schools
B
Copy Marking Periods from 2012-2013 to 2013-2014 (dates will be adjusted).
Name*
Start Date*
End Date*
Type
Marking Period
Cancel
Add
There are currently no marking periods created for this school year.

When you add or edit a marking period, you cannot use the same name and dates that are used for another marking period in the list. *If you are setting marking periods for more than one school, and you need to add a marking period for one school that is already there for the others, save your changes to go back to the School Years page. Then, repeat these steps, selecting* ***only*** *the school that needs that marking period added. You can then add the marking period with the same name and dates used for the other schools.*

- To add a marking period, enter the name, start date and end date in the blank fields Ⓒ or click the calendar buttons to select the dates. Use the **Type** drop-down list to choose the type of marking period. Then, click **Add**. As you do this, the marking periods will be added to the list at the bottom of the page Ⓓ.
- To change a marking period you have added, click **Edit** for that marking period Ⓔ. The marking period's information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Click **Update** when you have finished your changes. (The button will change back to Add.)
- To delete a marking period, click **Delete** Ⓕ for that marking period.
- To re-sort the list by start date, click **Start Date** Ⓖ. To sort by name again, click **Marking Period Name**.
- If you are setting marking periods for multiple schools, click the number of schools at the top of the page or in the table Ⓗ to see the school names.



6. When you have finished defining marking periods, click **Save**.

Non-Teaching Days

Who Can Do This?

- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

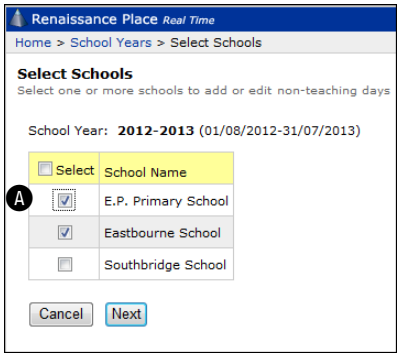
Learn more about capabilities on page 53.

Non-teaching days are days during the school year when your school is not in session (this does not include Saturdays and Sundays). Renaissance Place products use this information to calculate the number of actual school days in the school year or a reporting period; this number is used in calculations in some reports.

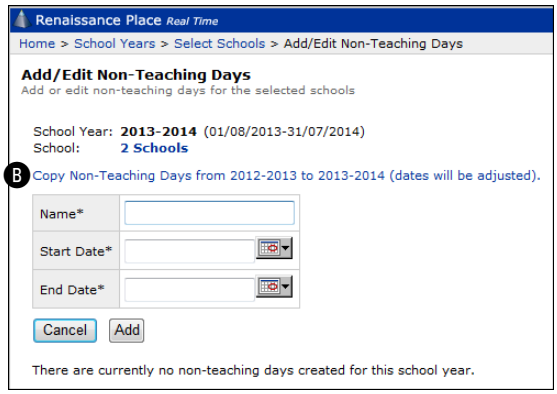
Note: You can only add or edit non-teaching days in the current school year or a future school year. If you are viewing a *past* school year, the link for adding or editing non-teaching days will not be available. It will be replaced with a link for viewing the non-teaching days (see Viewing Non-Teaching Days, page 49).

Follow these steps to define non-teaching days for one or more schools:

1. If you want to add, edit or delete non-teaching days for a future school year, you must choose to work in that school year first (see page 44).
2. On the Home page, click **School Years**.
3. Click **Add/Edit Non-Teaching Days** on the School Years page.
4. If you are a school network administrator or school network staff member, on the Select Schools page, tick the box for each school that needs non-teaching days set or changed Ⓐ. Then, click **Next >**.

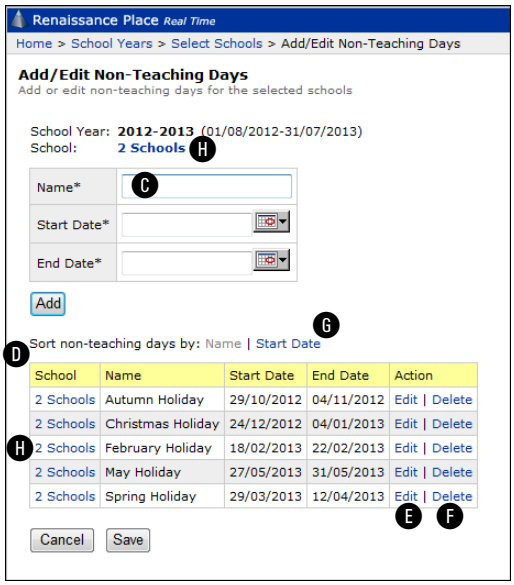


5. On the Add/Edit Non-Teaching Days page, enter the information for the non-teaching days:
   - If you see the **Copy Non-Teaching Days** link Ⓑ, you can click it to copy non-teaching days from the previous school year. This link is not available if there are no non-teaching days to copy or you have already copied them.


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Non-Teaching Days
Add/Edit Non-Teaching Days
Add or edit non-teaching days for the selected schools
School Year: 2013-2014 (01/08/2013-31/07/2014)
School: 2 Schools
B
Copy Non-Teaching Days from 2012-2013 to 2013-2014 (dates will be adjusted).
Name*
Start Date*
End Date*
Cancel
Add
There are currently no non-teaching days created for this school year.

If you are a school administrator or school staff member and you have access to more than one school, *choose the Change Role option from your Home page to choose your role at the school you want to add non-teaching days to before you follow these steps. For more information, see "Switching Roles from the Home Page" on page 6.*

- To add a non-teaching day, enter the name, start date and end date in the blank fields Ⓒ or click the calendar buttons to select the dates. Then, click **Add**. As you do this, the non-teaching days will be added to the list at the bottom of the page Ⓓ.
- To change a non-teaching day you have added, click **Edit** for that non-teaching day Ⓔ. The non-teaching day will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Click **Update** when you have finished your changes. (The button will change back to Add.)
- To delete a non-teaching day, click **Delete** Ⓕ for that non-teaching day.
- To re-sort the list by start date, click **Start Date** Ⓖ. To sort by name again, click **Name**.
- If you are setting non-teaching days for multiple schools, click the number of schools at the top of the page or in the table Ⓗ to see the school names.


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Non-Teaching Days
Add/Edit Non-Teaching Days
Add or edit non-teaching days for the selected schools
School Year: 2012-2013 (01/08/2012-31/07/2013)
School: 2 Schools
Name*
Start Date*
End Date*
Add
Sort non-teaching days by: Name | Start Date
School
Name
Start Date
End Date
Action
2 Schools Autumn Holiday 29/10/2012 04/11/2012 Edit | Delete
2 Schools Christmas Holiday 24/12/2012 04/01/2013 Edit | Delete
2 Schools February Holiday 18/02/2013 22/02/2013 Edit | Delete
2 Schools May Holiday 27/05/2013 31/05/2013 Edit | Delete
2 Schools Spring Holiday 29/03/2013 12/04/2013 Edit | Delete
Cancel
Save

6. When you have finished defining non-teaching days, click **Save**.

Adding Reporting Periods for Consolidated Reports

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Renaissance Place cannot consolidate data for reports until you add the reporting periods that will be used for the reports. Reporting periods do not need to be the same as your marking periods (see page 14); you can enter any time period that you would like to use for the Consolidated reports.

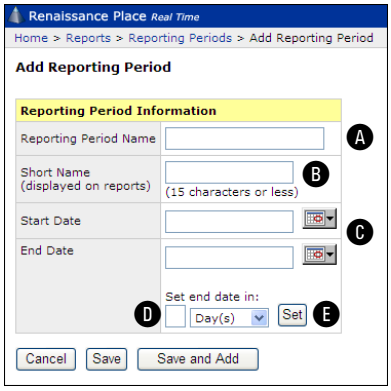
Consolidated reports give you information about student performance in multiple Renaissance Place products. For more information about the reports, see page 144.

Follow these steps to add them:

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **View Reporting Periods** on the Consolidated Reports page.
3. Click **Add Reporting Period** on the View Reporting Periods page.
4. Enter a reporting period name that will help teachers and administrators recognise the time period Ⓐ.
5. Enter a short name Ⓑ.
6. Enter the start and end dates for the reporting period. There are three different ways to do this:
   - Type the dates in the appropriate blank fields.
   - Click the calendar buttons next to the fields Ⓒ and click the date in the calendar that opens.
   - Choose a start date, then enter the number of days, weeks or months in the reporting period Ⓓ, and use the drop-down list to choose whether the number refers to **Day(s), Week(s)** or **Month(s)**. Then, click **Set** Ⓔ.
7. To save your reporting period *and* add another reporting period, click **Save and Add** and enter the information for the next reporting period.

   To save just this reporting period without adding more, click **Save**.

   Your reporting periods will be available for reports the next time data is consolidated. (To find out when this will happen, click **Home**, then click **Consolidated Reports** under Dashboards and Reporting to see the Data Consolidation Status.)



Adding Personnel

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

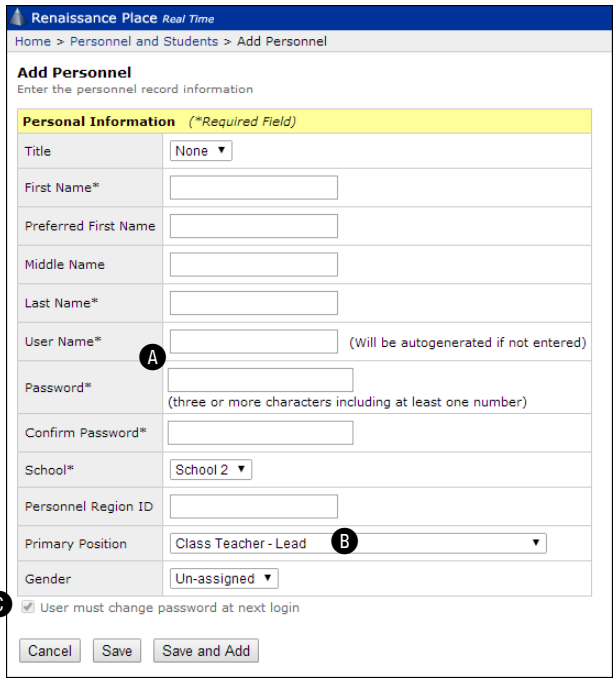
Learn more about capabilities on page 53.

Follow these steps to add the personnel who will use the software, including school network administrators, school network staff, school administrators, school staff and teachers.

If you can export personnel information from other software, you may be able to import personnel instead of adding them one by one. For more information, see page 179.

1. On the Home page, click **Users**.
2. If you are the program/school network administrator or a school network staff member:
   - Click **Add School Network Personnel** if you are adding personnel from the school network.
   - Click **Add School Personnel** if you are adding personnel for a school.

   If you are a school administrator, click **Add Personnel**.
3. Enter the information for the person you are adding. Information marked with an asterisk is required; other information is not. First and last names are limited to 35 characters.



Ⓐ The user name and password are used to log in. They cannot be the same. If you do not enter a user name, the program will generate one. Be sure to give each person his or her user name and password after you add personnel.

Ⓑ The primary position determines which tasks the user can perform in the software. For more information, see "Managing Capabilities" on page 53.

Ⓒ If you tick the **User must change password at next login** box, this user will be required to change his or her password next time he or she logs in (see page 2).

If you are a school administrator and you have access to more than one school, *use the Change Role option from your Home page to choose your role at the school you want to work with before following these steps. For more information, see "Switching Roles from the Home Page" on page 6.*

If the person's name matches the name of other personnel in the database, *you will be notified. If you are a school network/RP administrator or school network staff member, you will have the chance to:*

- *Add another person with the same name (by clicking **Add Personnel**).*
- *Activate a previously deleted matching personnel record instead of adding a new one (by clicking **Activate**).*
- *Cancel if the new personnel record is a duplicate of an existing one.*

4. If you want to add more personnel, click **Save and Add** and repeat step 3 to add the next person. If you want to add only this person, click **Save**.

Adding Students

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

If you are a school administrator and you have access to more than one school, *use the Change Role option from your Home page to choose your role at the school you want to work with before following these steps. For more information, see "Switching Roles from the Home Page" on page 6.*

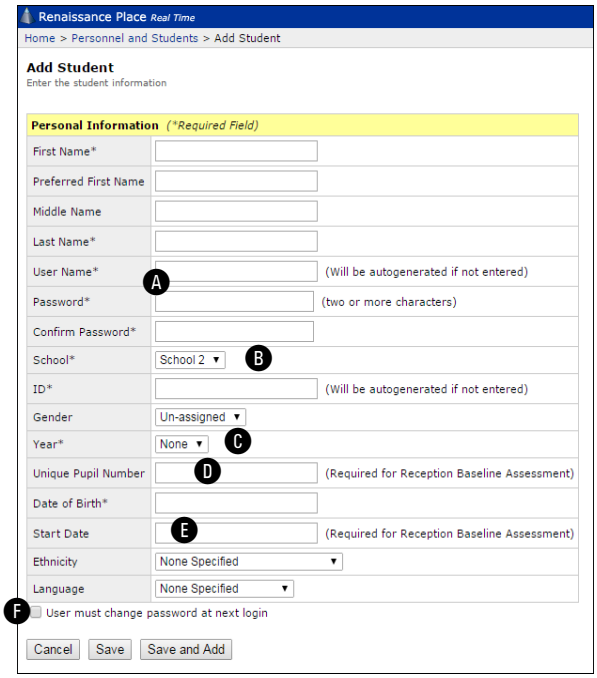
If the student's name matches the name of another student in the database, *you will be notified. If you are a school network/RP administrator or school network staff member, you will have the chance to:*

- *Add another student with the same name (by clicking **Add Student**).*
- *Add the existing student to another school (by clicking **Add** for that school).*
- *Activate a previously deleted matching student instead of adding a new one (by clicking **Activate**).*
- *Cancel if the new student record is a duplicate of an existing one.*

Follow these steps to add the students who will use the software.

If you can export student information from other software, you may be able to import students instead of adding them one by one; for more information, see page 179.

1. On the Home page, click **Users**.
2. Click **Add Student** on the Personnel and Students page.
3. Enter the student's information on the Add Student page. Information marked with an asterisk is required. First and last names are limited to 35 characters.



A The user name and password are used to log in. They cannot be the same. If you do not enter a user name, the program will generate one. Give each student his or her user name and password.

B If you do not see a **School** drop-down list, the student will be assigned to your school. (For school administrators assigned to more than one school, the student will be added to the school you have chosen in the drop-down list on your Home page; see "Switching Roles from the Home Page" on page 6.)

C In the **Year** drop-down list, **N** means Nursery and **R** means Reception.

D The **Unique Pupil Number** is a global number defined by the Department of Education that follows the student throughout his or her educational career.

E The **Start Date** is the date the student entered Reception.

F If you tick the **User must change password at next login** box, this student will be required to change his or her password next time he or she logs in (see page 32).

When you click Save after adding the last student, *you will go to the Student Information page. You can click the tabs on that page to edit other information for the student, such as characteristics or enrolment.*

4. If you want to add more students, click **Save and Add** and repeat step 3 to add the next student.

   If you want to add only this student, click **Save**.

Adding Courses

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

If you are a school administrator or school staff member *assigned to more than one school, choose the Change Role option from your Home page and choose your role at the school you want to work with. This is the school that you are adding a course to.*

You must add courses before you can add the classes in which you will enrol students. Courses are programs of study. They are linked to schools, but they remain in your database from year to year until you delete them.

Unlike classes, courses do not need to be added every time you start a new school year.

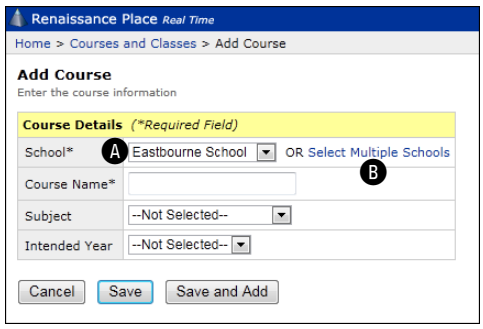
Note: If you can export your course information from other software, you may be able to import the information from a file instead of adding the courses; see page 179.

Follow these steps to add a course to a school:

1. On the Home page, click **Courses and Classes**. The Courses and Classes page lists the courses that have been added so far for a school.
2. Click **Add Course**.
3. In the blank Course Name field, enter a name for the course you are adding (required). You can also select the subject and intended year.

   If you are a school network administrator or school network staff member, you must choose a specific school or multiple schools:

   - To add the course to one school, click the **School** drop-down list and choose the school Ⓐ.
   - To add the course to more than one school, click **Select Multiple Schools** Ⓑ. On the next page, tick the box by every school that needs this course added; then click **Save** to return to the Add Course page.



If the course name matches the name of another course that has been added for your school, *the Duplicate Course Found page will open. To add another course with the same name, click* ***Add Course*** *on this page. To activate an inactive course, click* ***Activate****. If you do not want to add the course or activate a previous one, click* ***Cancel****.*

4. If you want to add another course after you save this one, click **Save and Add** and repeat step 3.

   If not, click **Save** to save this course.
5. After you add courses, you need to add the individual classes in which you will enrol students. See the next section for instructions.

Adding Classes and Enrolling Students in the Classes

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Before you add classes, do the following:

- Add the courses for your school (see page 21). Classes are added to the courses. Courses stay in the school year from year to year, but since classes may be different in each school year, you must add your classes for each new school year.
- Set up marking periods for the school year (see page 14). This allows you to select the marking period during which a specific class takes place as you add the class.
- Check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes must be added separately for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 44 to change to that school year.

Note: If you can export your class information from other software, you may be able to import the information from a file instead of adding the classes one by one; see page 179.

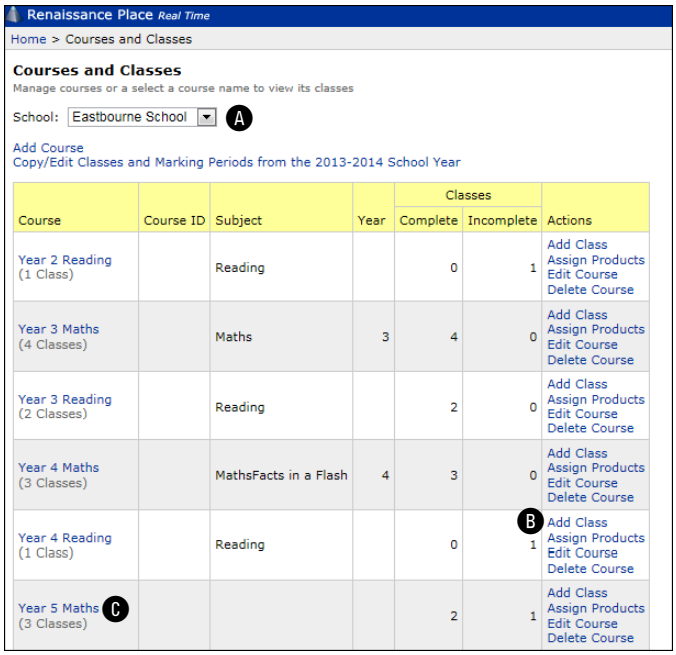
If you already have the classes you need set up in a previous school year, *you can copy the class set-up instead of adding the classes again. For instructions, see page 127.*

Follow these steps to add a class:

1. On the Home page, click **Courses and Classes**. The next page lists the courses that have been added for the school.

If you are a school administrator or school staff member *assigned to more than one school, choose the Change Role option from your Home page and choose your role at the school you want to work with. This is the school that you are adding a course to.*

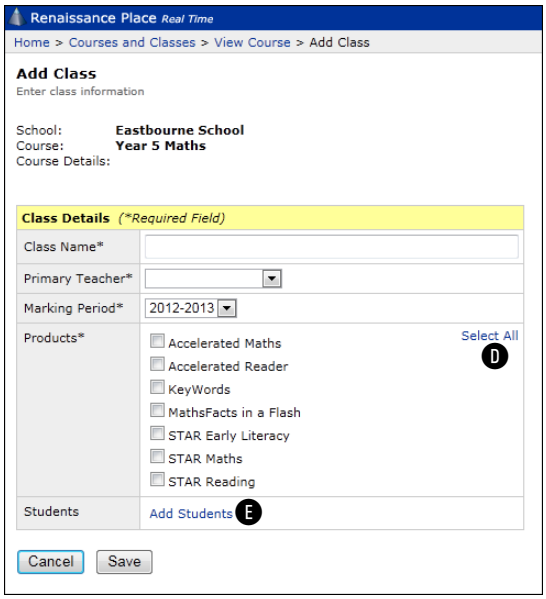
2. If you see a **School** drop-down list Ⓐ, choose the school where you want to add classes.



3. Do one of the following:
   - Click **Add Class** in the row for the course that needs the class Ⓑ.
   - If you want to see the list of classes in the course first, click the course that you want to add classes to Ⓒ. Then, click **Add Class** on the course page.

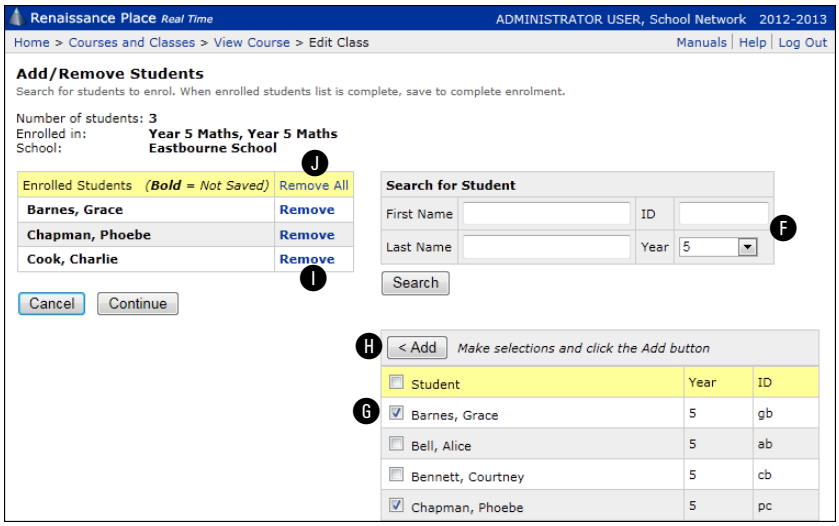
If you save a class without students, *the class will be on the Incomplete Classes tab. See page 126. You cannot save a class without selecting the primary teacher and at least one product.*

4. Enter the information for the new class:
   - **Class Name:** A class name is required.
   - **Primary Teacher:** You must select a primary teacher before you can save the class.
   - **Marking Period:** Choose the time period during which the class takes place: a marking period (see page 14) or the entire school year.
   - **Products:** Tick the products that the class will use (or click **Select All** D to tick all products). Students can only work in the products that have been selected for their classes.



5. Click **Add Students** E to search for and add students to the class.

6. The Add/Remove Students page shows the student(s) who are currently enrolled in the class (if any). Search for the students that you want to enrol in the class Ⓕ. You can enter the first name, last name and/or ID in the blank fields to search for individual students, or select a year without entering other information if you want to find all students in that year. Then click **Search** to see the results. Only students in this school will be found.



7. In your search results Ⓖ, tick the box next to each student that you want to enrol in the class. To select all students in the list, tick the **Student** box at the top of the list.

   If the list of students in the search results is long, it will be split into multiple pages. Click **Next >>** above the search results to go to the next page or
   << Previous to go back.

8. Click **< Add** Ⓗ to add the ticked students to the class. The students will be added to the list on the left, but their names will be bold so you can see which students will not be part of the class until you save the changes.

   If you decide to remove some of the students from the class, click **Remove** next to the students you want to remove Ⓘ, or click **Remove All** Ⓙ to remove all students from the class.

9. Click **Continue** to finish adding students and go back to the Add Class page.

10. Click **Save** on the Add Class page to save the new class.

After you add a class, you can add additional (team) teachers who may need to work with the class. See page 136.

The program only searches for students who are enrolled in your school. *If you did not find the student whose class enrolment needs to be changed, you may need to make sure the student is enrolled (see page 92) or add the student to the database (see page 20).*

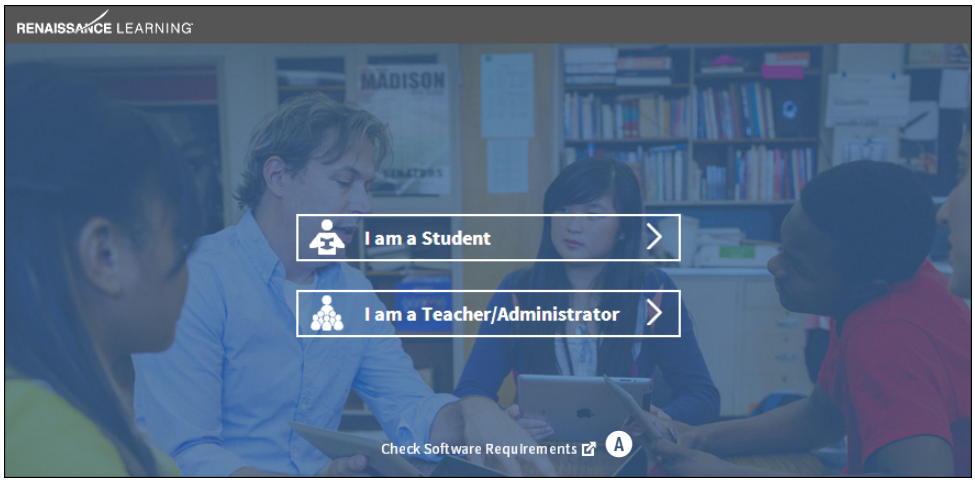
If the class name matches the name of a class that was inactivated for this school, *the Duplicate Class Found page will open. To activate the inactive class, click* ***Activate****. If you do not want to add the class or activate a previous class, click* ***Cancel****.*

Checking Software Requirements

For the most up-to-date software, hardware, operating system and browser requirements for Renaissance Place, visit http://doc.renlearn.com/KMNet/R003777603GF3F7F.pdf.

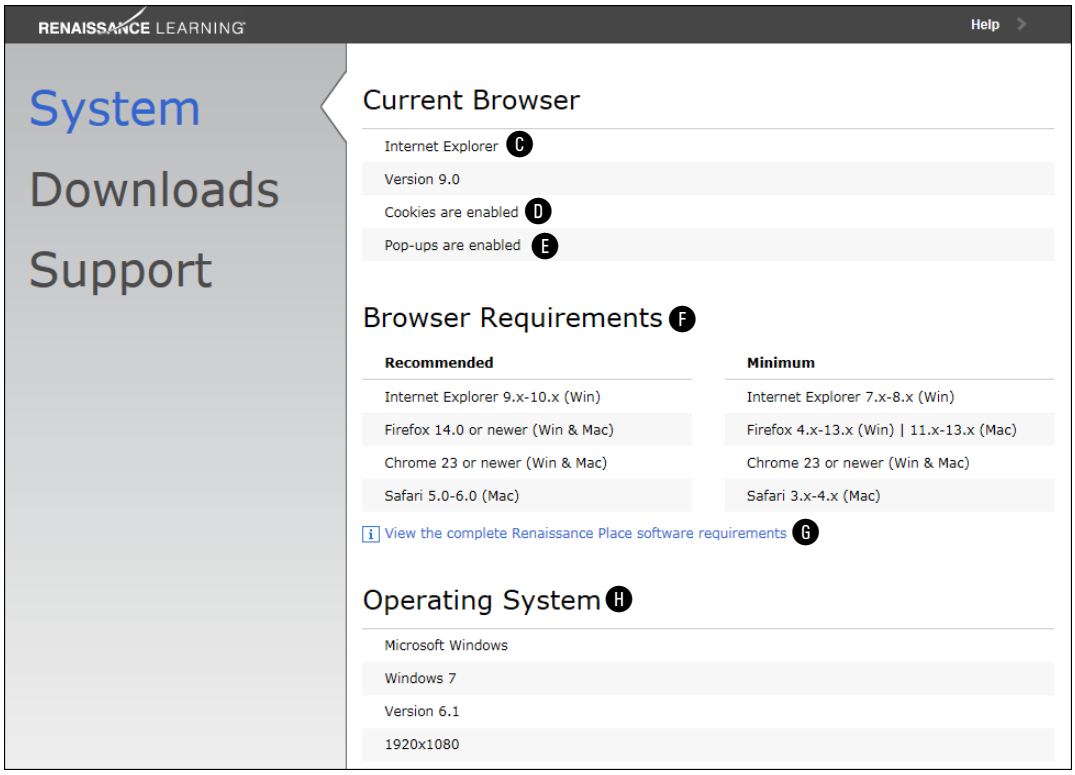
Renaissance Place also includes pages to help you check browser requirements, check for the supporting software you may need and check your connection to Renaissance Place. You can get to these pages in one of two ways:

- Before you log in, click **Check Software Requirements** Ⓐ on the Welcome page.



- After you log in, on the Home page, click **Product Administration** Ⓑ. Then, click **Download Supporting Software**.

Next, you can go to the System, Downloads or Support page.



System

On the System page (shown above), you can see the following:

- The browser and version you are using C.
- Whether cookies are enabled in your browser D. Cookies need to be enabled in order for you to use Renaissance Place.
- Whether pop-ups are enabled in your browser E. If pop-ups are not enabled for your Renaissance Place site, your students may have trouble using some Renaissance Place programs.
- The current recommended and minimum browser requirements F.
- A link to the full Renaissance Place software requirements G.
- Information about the operating system on the computer or device you are using H.

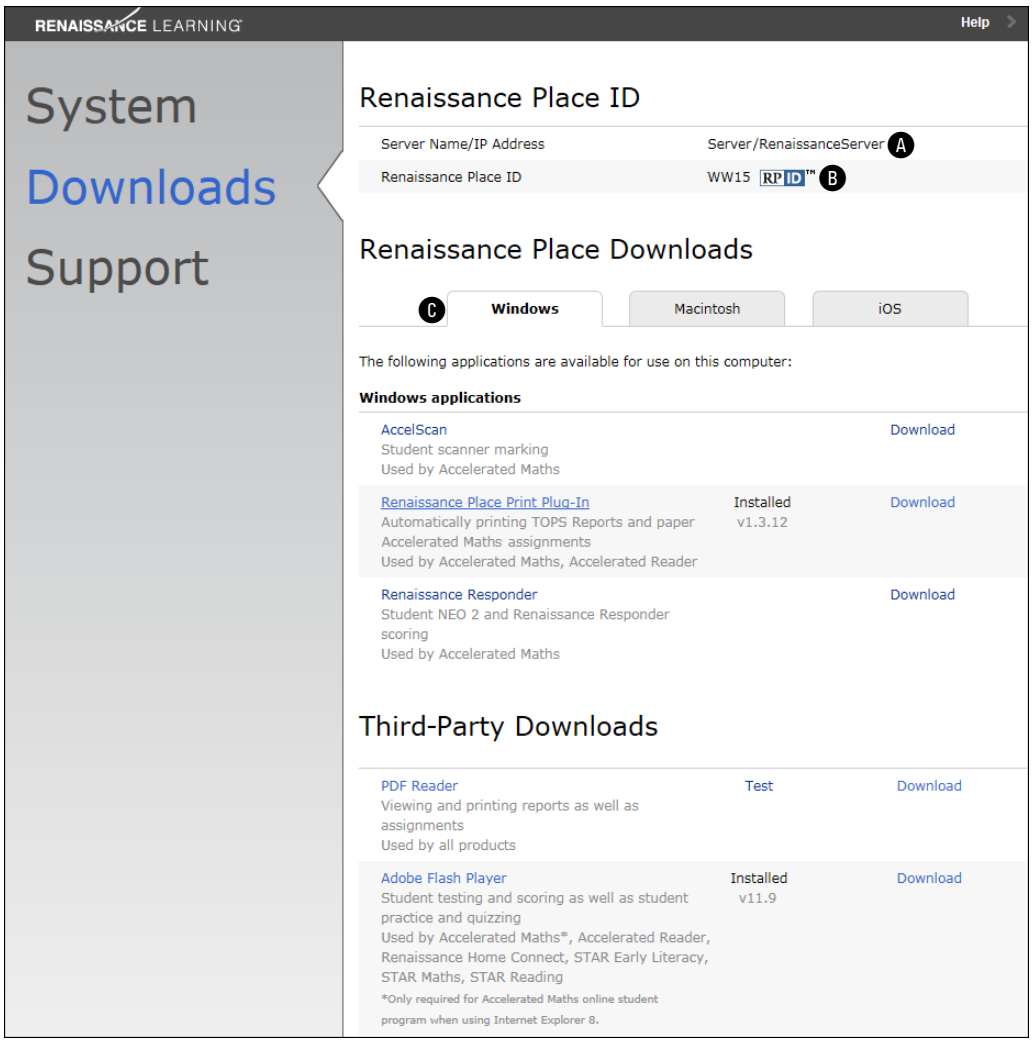
Downloads (Renaissance Place and Third-Party Supporting Software)

The Downloads page shows you the Renaissance Place and third-party software available for download. (To get to the page, see page 26.)

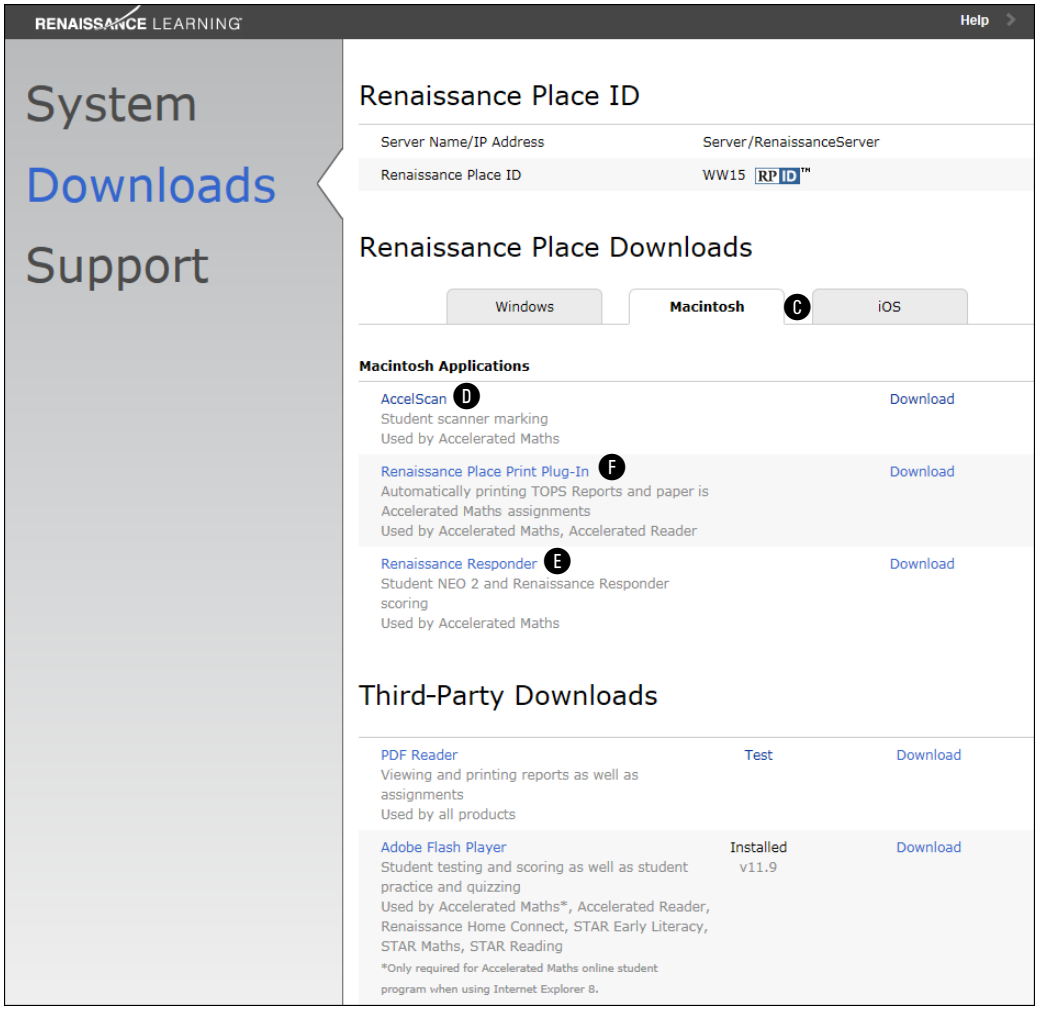
Many Renaissance Place products require supporting software programs, such as Adobe Reader to view and print reports. The supporting software must be installed on *each* individual computer used to work with Renaissance Place programs.

If some of the software that you need to use Renaissance Place is not installed, or is outdated, you or your students may see messages about the missing software.

The top of the Downloads page shows you the Renaissance Place address Ⓐ and the RPID Ⓑ. You need the address or RPID when you set up certain Renaissance Place downloads or iOS apps. (The RPID is a unique identifier that provides a shortcut to your Renaissance Place site.)



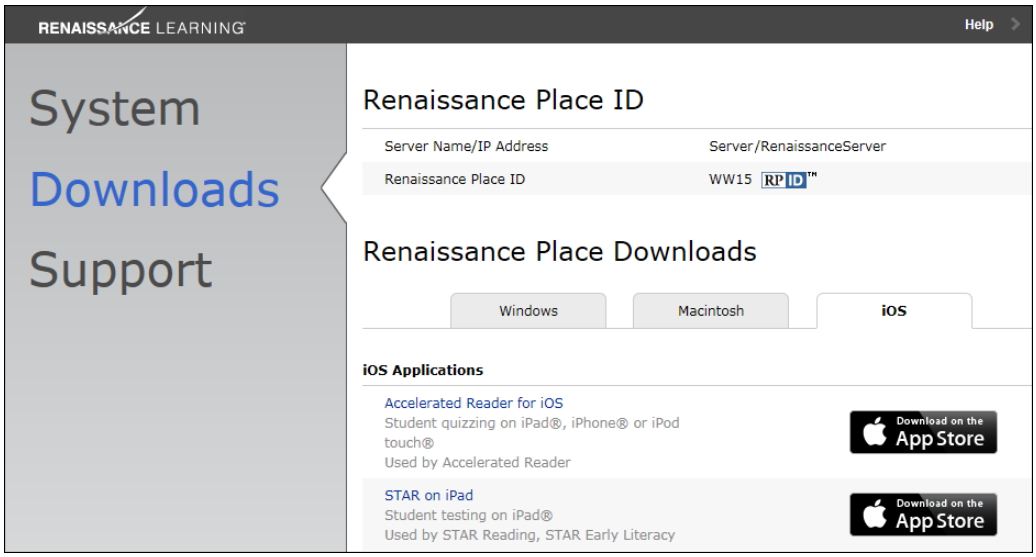
For the Renaissance Place Downloads**,** you will see tabs for the supported operating systems (C on the previous page and below). The operating system that is on your computer or device is selected (if available), but you can see downloads for another operating system by clicking that tab. The Macintosh tab is shown below.



The AccelScan D and Renaissance Responder E programs are used with Accelerated Maths for marking paper assignments. The Renaissance Place Print Plug-In F is used for automatic printing of TOPS Reports and for paper Accelerated Maths assignments. If you need any of this software, click the program name or click **Download** next to the program on the tab for your operating system.

If any programs need to be installed or updated, make sure you are logged in to the computer with the rights or permissions required to install software (and to install it for all users). If you do not know whether you have those rights on the computer, or if you do not have those rights, contact your school's IT department/ICT support. Note that the rights you have on the computer are separate from the capabilities that you have in Renaissance Place; for more about capabilities, see page 53.

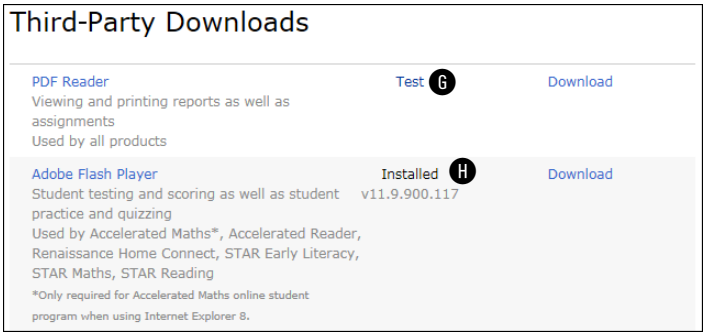
Accelerated Reader and STAR have iOS applications available. For those, click the app name or **Download on the App Store** on the iOS tab.



Third-Party Downloads are used to support the Renaissance Place products listed.

A PDF reader is required for reports and Accelerated Maths paper assignments. To make sure your computer has a PDF reader, click **Test** G. If a PDF file with a confirmation message does not open, click **Download**.

Adobe Flash Player is required for the products listed. The version installed (if any) is shown H. If you need to install it, click **Download**.

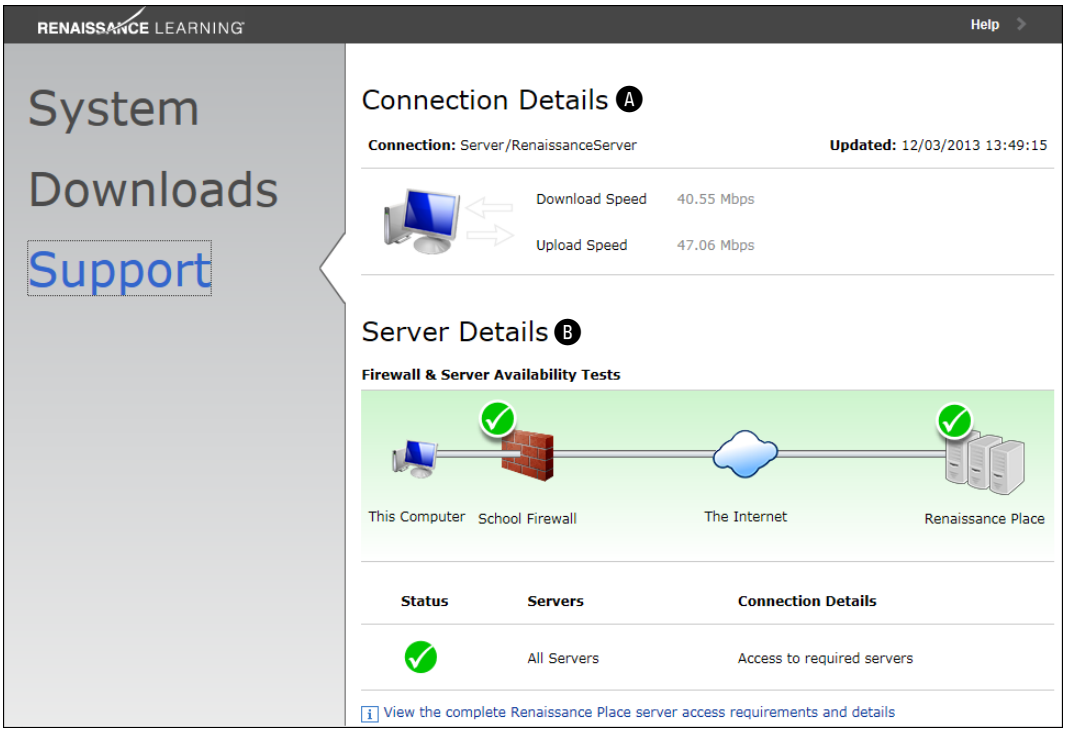

Third-Party Downloads
PDF Reader
Viewing and printing reports as well as assignments
Used by all products
Test G
Download
Adobe Flash Player
Student testing and scoring as well as student practice and quizzing
Used by Accelerated Maths*, Accelerated Reader, Renaissance Home Connect, STAR Early Literacy, STAR Maths, STAR Reading
*Only required for Accelerated Maths online student program when using Internet Explorer 8.
Installed H
v11.9.900.117
Download

Support Page

The Support page can help you diagnose connection problems to the servers associated with your Renaissance Place site.

Under Connection Details Ⓐ, when the test is complete, check your download and upload speed for the Renaissance Place site. If you are noticing slowness while using Renaissance Place, this information can help you diagnose the cause. This test is run automatically when you come to the page.

Under Server Details Ⓑ, the diagram shows you whether this computer (or device) has the required access to Renaissance Place servers used by your site. If your computer or device can connect to the servers, you will see green tick marks next to the firewall and Renaissance Place as well as in the status as shown below. If not, you will see Xs in a red circle. (If you cannot connect to the chat server, you will see **!** instead of an X because chat is not required in order for you to use Renaissance Place.) This can help you determine whether the computer can connect to required servers.



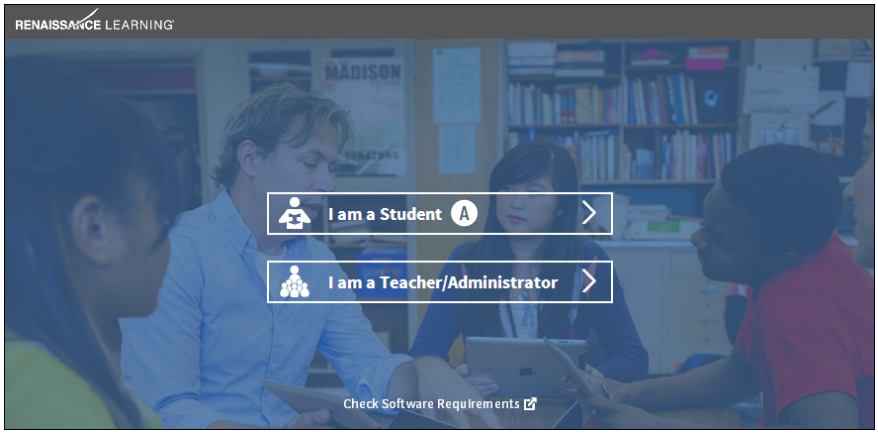
How Students Log In to the Software

Logging In as a Student

Use these instructions to log in to Renaissance Place as a student.

Students may be asked to change their passwords *if the administrator chose to require this when adding or editing student information. To change the password, enter the new password twice in the appropriate blank fields and click* ***Save****.*

1. Start your web browser and go to the web address provided by your school.
2. Click **I am a Student** on the welcome page Ⓐ.

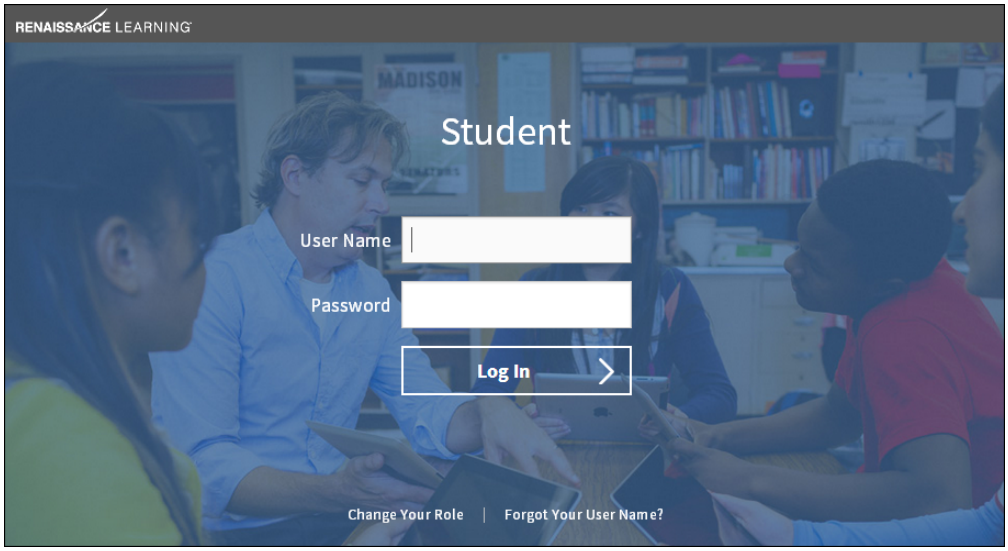


To get a list of student passwords, *see page 86.*

3. Do you know the student's user name?
   - **Yes:** Go to step 4 on the next page.
   - **No:** Go to step 1 in the following section, "If You Do Not Know the Student's User Name."

4. Enter the student's user name and password in the appropriate blank fields. *Make sure you have the correct password.* Student accounts can be locked if you try to log in several times with the wrong password; to find out how to unlock student accounts, see page 117.

   Note: User names and passwords are not case-sensitive. However, if the Caps Lock is on, students may experience problems logging in if the user names and passwords include numbers.

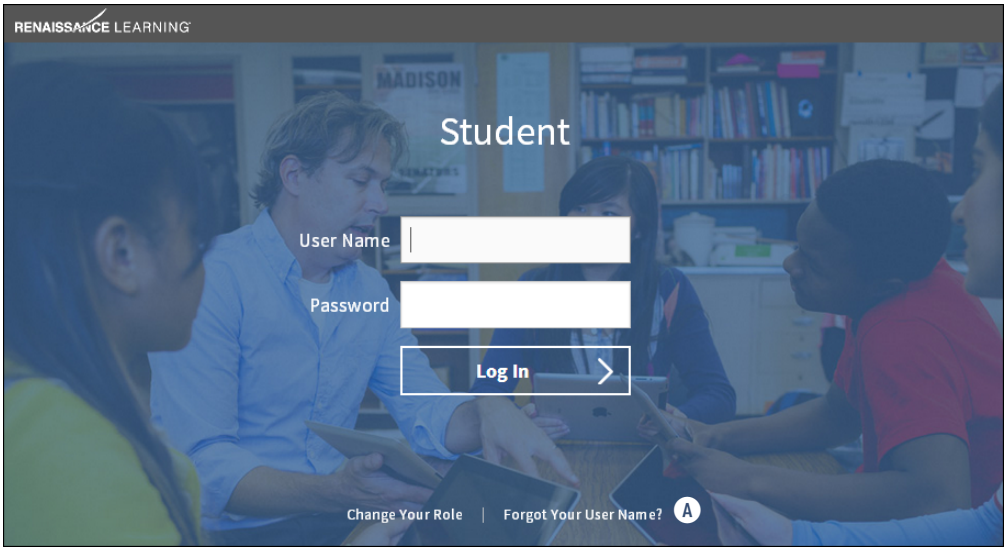


5. Click **Log In**. The student's Home page will open, and links will be available for each product the student's class is using.

   If you expect to see links for programs that are not listed, make sure the student is enrolled in the correct class (see page 106) and that a teacher was assigned to the class and products were selected (see page 131).

If You Do Not Know the Student's User Name

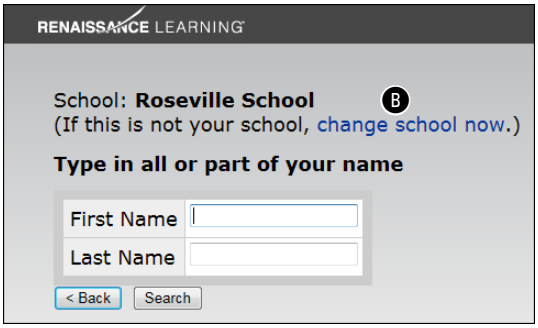
1. Click **Forgot Your User Name?** Ⓐ.



> ***For security reasons, an administrator may turn off the ability to search for a student's name.*** *For more information, see page 210.*

2. If you see a page where you can choose the school the student is enrolled in, click the name of the school, and click **Next >.**
3. Enter the student's first and/or last name in the appropriate blank fields and click **Search**.

   Note: If this page shows the wrong school, click **change school now** Ⓑ, click the correct school name and click **Next >**.

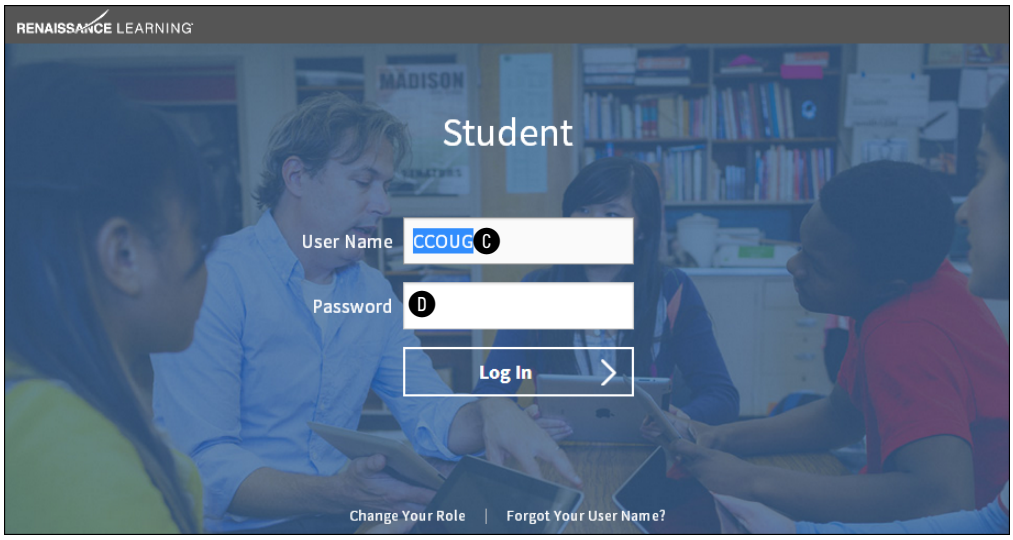


4. A list of students who match the search criteria you have entered opens.

   If the student is listed, click the student's name and go to step 5.

   If the student is not listed, click **< Back** to go back to the page where you can enter search data again.

5. Notice that the program has already entered the student's user name Ⓒ. Enter the student's password Ⓓ and click **Log In**.



Make sure you have the correct password. Student accounts can be locked if you try to log in several times with the wrong password; to find out how to unlock student accounts, see page 117.

After you log in, the student's Home page will open.

Getting Ready for a New School Year

Perform these tasks when the previous school year has ended and you need to get ready to use your Renaissance Place software in the next school year.

For most Renaissance Place products, there are also tasks that need to be done at the beginning of a school year, such as setting preferences, assigning objectives, setting levels, setting benchmarks or setting screening dates. Refer to the software manual for each of your products for more information.

Checklist for School Network Administrators, School Administrators and Non-Teaching Staff

If you want to use your Renaissance Place programs during summer school, *for tips, see Knowledge Base article 7901571 at http://support.renlearn.com/techkb/techkb/7901571e.asp.*

You can also import student, personnel, class and course information *(including updates to student enrolments and personnel assignments) if you have a properly formatted file from another source (such as a student information system). For more information, see page 144.*

	Task	Where to Find Instructions
☐	Add the new school year start and end dates (**must be done by the Renaissance Place administrator or a school network staff member**). When the new school year begins, it will be the year that all users are working in automatically when they log in.	Page 41
☐	Add the marking periods for each school (used for targets and reports). You can also copy the marking periods from the previous school year. (If you copy last year's classes, your class marking periods will also be copied, so you do not need to add the marking periods.)	Page 14 to add Page 45 to copy
☐	Add the non-teaching days during the school year for each school (used for report calculations). You can also copy the non-teaching days from the previous school year.	Page 16 to add Page 48 to copy
☐	Set reporting periods for Consolidated Reports (**school network or school administrators only**).	Page 18
☐	Review the list of personnel to see if any need to be changed. Edit personnel information or school assignments if necessary. You may also want to check capabilities for personnel. Although the default capabilities will work well for most users, you can add or restrict capabilities for certain groups or individuals.	Page 64 to view personnel information. Page 70 to edit personnel information.
☐	Add personnel if necessary. Be sure to give each person the user name and password that you assign.	Page 19

If the Renaissance Place administrator or school network-level personnel will be adding students or transferring them from one school to another, *school personnel should wait until this is done before adding their students to avoid adding the same student more than once.*

	Task	Where to Find Instructions
☐	Review the list of students to see if any need to be added or changed. Edit student information or characteristics if necessary. This is also a good time to check for duplicate students and to merge student records if necessary (see page 88). **You do not need to change students' years;** students are automatically promoted to the next year in the software when a new school year starts.	Page 83 to view student information. Page 95 to edit student information.
☐	Transfer students from one school to another as needed, and unenrol those who are not returning to your school(s).	Page 92
☐	Add new students.	Page 20
☐	Check your course list to see if any need to be added for the new school year. Add courses if necessary. (Courses stay in the list from one year to the next.)	Page 119 to view courses. Page 21 to add courses.
☐	If your new classes are similar to those in the previous school year, copy your previous classes. When you do this, you can also copy the assigned teachers, assigned products, enrolled students and class preference settings. (Usually you should not copy enrolled students since class enrolments change from year to year.) Class preference settings will also be copied. Check your school marking periods after you copy classes; the dates for copied marking periods may need to be changed.	Page 127
☐	Add classes if you did not copy them or if you need additional classes. As you add classes, choose the primary teacher, select the products the class will use and add students to the classes.	Page 22

Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in Renaissance Place.

	Task	How to Start the Task	Where to Get More Information
☐	Check for the software you need on any new or updated computers that will be used with the Renaissance Place software (Renaissance Place downloads and third-party software). Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users. **Note:** This is also a good time to recheck computers that have had supporting software installed in case they need updates or additional software. You may also want to take advantage of updated technologies with better built-in security features (such as newer browser versions).	Click **Check Software Requirements** on the Renaissance Place Welcome page on each computer. Then, click **Downloads**.	Page 26
☐	Make sure each computer that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	Follow the instructions for your computer's operating system and/or browser.	—
☐	If you are using AccelScan scanners with Accelerated Maths, make sure they are connected to the computers where they will be used, and make sure those computers have the AccelScan Scanning software installed.	Using the cable provided, connect each AccelScan to the computer where it will be used.	▸ *Accelerated Maths Software Manual* ▸ *AccelScan Setup*

	Task	How to Start the Task	Where to Get More Information
☐	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Maths, Accelerated Reader, KeyWords and MathsFacts in a Flash), make sure the Renaissance Receivers are connected to the correct computers.	1. Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. 2. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	▸ *Accelerated Maths Software Manual* ▸ *Accelerated Reader Software Manual* ▸ *KeyWords User Manual* ▸ *MathsFacts in a Flash Software Manual* ▸ *NEO User Manual*
☐	If you will be using Accelerated Reader for iOS on the iPad, iPhone or iPod touch or STAR for iPad, make sure: ▸ The app is downloaded on each device. ▸ You have established settings by connecting to Renaissance Place on one device, then sharing those settings with all of the other devices. ▸ You have added classes, students, and teachers to Renaissance Place.	You can get the app for each device in the app store. To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.	▸ *Accelerated Reader Software Manual*
☐	Set the Learning Standards preference to choose which Learning Progression to use with the Maths Dashboard and the Reading Dashboard. To keep the skills and Learning Progression used by your classes consistent, set this preference at the beginning of the school year, and then leave the preference as it is throughout the school year.	1. On the Home page, click **Product Administration**. 2. Click **Learning Standards**. 3. For each subject (Reading and Maths), choose a progression to use. 4. Click **Save**.	—

Changing School Network Information

Who Can Do This?

☑ School Network Administrators

☐ School Network Staff

☐ School Administrators

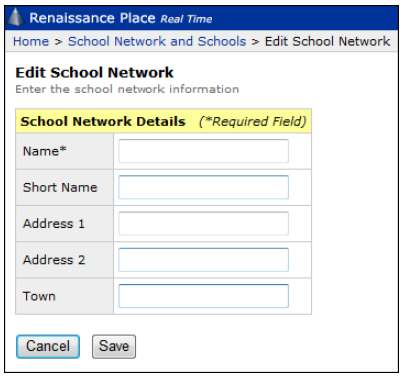
☐ School Staff

☐ Teachers

Learn more about capabilities on page 53.

Follow these steps if you want to add specific information about your school network.

1. On the Home page, click **School Network and Schools**.
2. Click **School Network Information** on the School Network and Schools page.
3. Enter or change the information. Information marked with an asterisk (*) is required. All other information is optional.



4. Click **Save**.

Managing School Years

This section explains how to add, change (edit) or delete school years and how to view, set or copy marking periods and non-teaching days.

Each year, you must add the new school year before you can use your Renaissance Place software in that school year. When the new school year begins, that will be the year that all users are working in automatically when they log in. Administrators, staff and teachers can choose to work in a different school year; see page 44.

You can also use the school years and marking periods that you add when you print reports or set targets in Renaissance Place products. Non-teaching days are used in calculations in some reports.

Adding School Years

Who Can Do This?

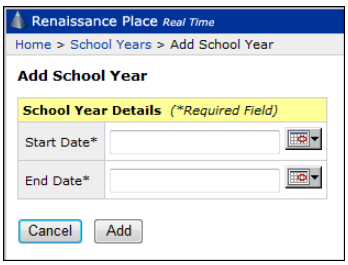
- ☑ School Network Administrators
- ☑ School Network Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

When you start using Renaissance Place software, the first year is entered for you. Follow these steps to add new school years. When each new school year starts, that year will automatically become the current school year—the year that all users are working in automatically when they log in. (Note that students cannot work in the software outside of the school year.)

1. On the Home page, click **School Years**.
2. Click **Add School Year** on the School Years page.
3. Enter the school year dates in the blank fields Ⓐ.

   To enter the start and end dates, you can either type the dates or click the calendar buttons and select a date. *The dates must not overlap other school years.*



Ⓐ

4. Click **Add** to finish adding the new school year.

If you use Renaissance Place during summer school, *see Knowledge Base article http://support.renlearn.com/techkb/techkb/7901571e.asp for more information about setting your school year dates.*

Editing School Years

Who Can Do This?

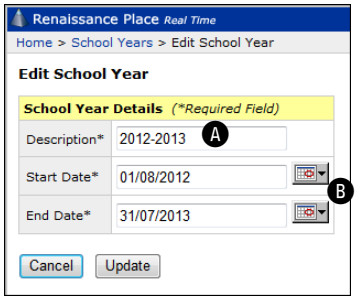
☑ School Network Administrators
☑ School Network Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Students cannot work in the software outside of a school year.

Follow these steps to edit a school year:

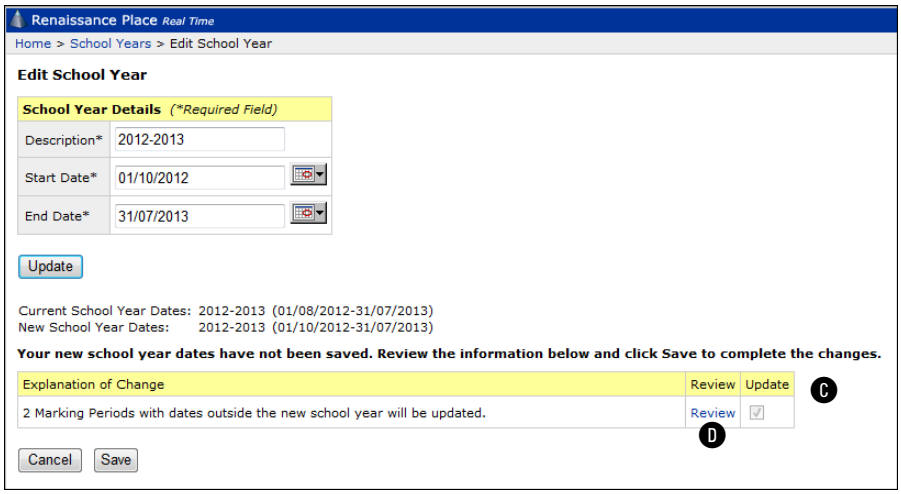
1. If you want to edit a past or future school year, you must choose to work in that school year first (see page 44).
2. On the Home page, click **School Years**.
3. Click **Edit School Year**.
4. Edit the school year information:
   - Use a description Ⓐ that will help personnel identify the school year.
   - To change the start and end dates Ⓑ, you can either type in a new dates in each field or click the calendar button and click the date in the calendar that opens up. *The dates must not overlap other school years.*



5. Click **Update**.
6. If the change in the school year dates affects marking periods, non-teaching days or targets, the page will notify you. A list at the bottom of the page Ⓒ will tell you what will happen to the affected items if you save your school year changes.

   Click **Review** Ⓓ for marking periods or non-teaching days to see the items affected with their dates and schools. You can use this information to decide whether to save the changes. Click **Done** to go back to the school year changes.

   If you are sure you want to make the school year date changes, click **Save**.


Renaissance Place Real Time
Home > School Years > Edit School Year
Edit School Year
School Year Details (*Required Field)
Description* 2012-2013
Start Date* 01/10/2012
End Date* 31/07/2013
Update
Current School Year Dates: 2012-2013 (01/08/2012-31/07/2013)
New School Year Dates: 2012-2013 (01/10/2012-31/07/2013)
Your new school year dates have not been saved. Review the information below and click Save to complete the changes.
Explanation of Change
Review
Update
2 Marking Periods with dates outside the new school year will be updated.
Review
Cancel
Save
C
D

Deleting School Years

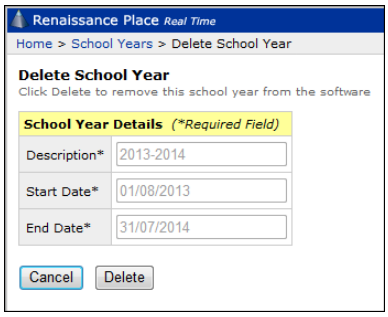
Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to delete a past or future school year. You cannot delete a school year that has any data associated with it, and you cannot delete the school year that you are currently working in. (To work in a different school year, see page 44.)

1. On the Home page, click **School Years**.
2. Click **Delete School Year**.
3. Click the school year that you want to delete.
4. The dates and description for that school year will be shown. Click **Delete** if you are sure that you want to delete it. If any data is associated with the school year, a message in red text will tell you that the school year cannot be deleted for that reason.



Current (Default) School Year

The current school year is the one that includes today's date. This is the school year that all users of the software are working in when they first log in.

If today's date is not in a school year, you will continue to work in the last school year until the new one begins. This is based on the dates that have been entered for each school year.

If the old school year has ended and a new school year has not been added yet, an alert will appear on the Home page for school network personnel to remind them to add the next school year.

You can choose to work in a different school year (see page 44) if you want to run reports for past years or set up data for the next school year. When you choose to switch to a different school year, the change affects only you, not anyone else using the software. You will continue to work in the school year you have chosen until you log out or choose a different school year again. If you choose to work in a past or future school year, a gold bar at the top of most pages will remind you that you are not working in the current school year; on the Home page, you will see the school year in gold in the header.

Working in a Different School Year

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

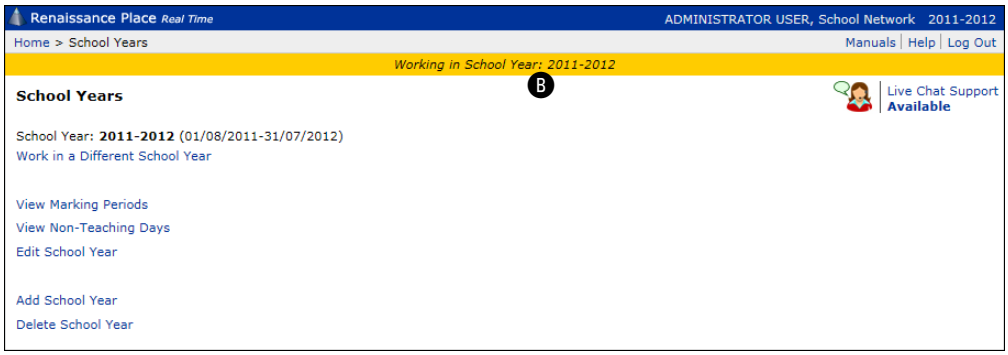
The school year that you are working in now is shown to the right of your name in the upper-right corner of every page in the software. Changing the school year that you are working in is useful if you are adding information for the next school year or reviewing results from a previous school year.

When you choose to work in a different school year, the change affects you only—not anyone else working in the software. You will continue to work in the school year you have chosen until you log out or until you follow the steps below.

1. On the Home page, click **School Years**.
2. Click **Work in a Different School Year** on the School Years page.
3. Click the school year you want to work in on the next page. You will return to your Home page.

   If you choose to work in a past or future school year, the school year that you are working in will be shown in gold next to the Renaissance Learning logo Ⓐ.

   On other pages, you will see a gold bar Ⓑ toward the top of every page with a message reminding you of the school year you are working in.



Setting Up Marking Periods and Non-Teaching Days

Students can only *work in the current school year. They cannot choose to work in another school year.*

To add or edit the marking periods that you can use for targets, classes or reports, see page 14. To copy marking periods from a previous school year, see page 45.

To add or edit the non-teaching days during your school year, which can help with restrictions or report calculations, see page 16. To copy non-teaching days from a previous school year, see page 48.

Copying Marking Periods from the Previous School Year

Who Can Do This?

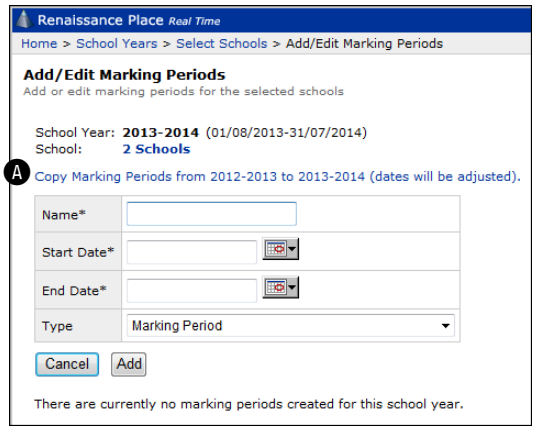
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

For each new school year, you can copy marking periods from a previous school year. The link is only available if you have not copied marking periods before for this school year and if there are marking periods available for the selected school(s) from the previous school year.

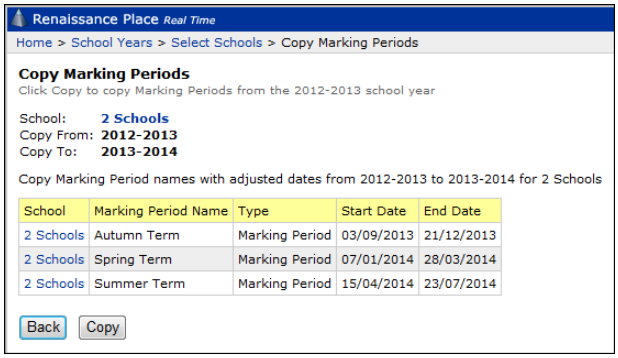
Marking periods are used when you add classes; they show the duration of the class. They are also used when you set targets in Accelerated Reader and Accelerated Maths.

1. If you want to copy marking periods into a future school year, you must choose to work in that school year first. See page 44.
2. On the Home page, click **School Years**.
3. Click **Add/Edit Marking Periods**.
4. If you have access to multiple schools, on the Select Schools page, tick the box for each school for which you want to copy marking periods. Then, click **Next >**.
5. On the Add/Edit Marking Periods page, the **Copy Marking Periods** link Ⓐ will be available if you have not copied marking periods into this school year before. Click the link.

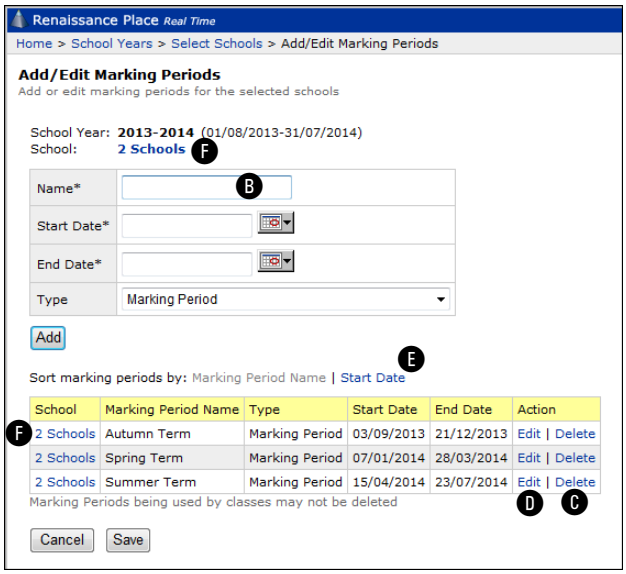

Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Marking Periods
Add/Edit Marking Periods
Add or edit marking periods for the selected schools
School Year: 2013-2014 (01/08/2013-31/07/2014)
School: 2 Schools
A
Copy Marking Periods from 2012-2013 to 2013-2014 (dates will be adjusted).
Name*
Start Date*
End Date*
Type
Marking Period
Cancel
Add
There are currently no marking periods created for this school year.

If you are a school administrator or school staff member and you have access to more than one school, *choose the Change Role option from your Home page to choose your role at the school you want to copy marking periods to before you follow these steps. For more information, see "Switching Roles from the Home Page" on page 6.*

6. The marking periods that can be copied will be listed. Note that the dates will be adjusted when you copy them to be within the new school year. To continue, click **Copy**.



7. You will return to the Add/Edit Marking Periods page, where you can make adjustments to the marking periods if necessary:
   - To add more marking periods, enter a name and the dates (B on the next page) and select the type. (You can click the calendar buttons to select the dates instead of typing them.) Then click **Add** to add the marking period to the list at the bottom of the page.
   - To delete any of the marking periods, click **Delete** in the row for the item C.
   - To edit a marking period, click **Edit** in the row for that marking period D, change the information in the fields at the top of the page and click **Update**.
   - To re-sort the list by start date, click **Start Date** E. To sort by name again, click **Marking Period Name**.
   - If you are copying marking periods for multiple schools, click the number of schools at the top of the page or in the table F to see the school names.



8. To save the marking periods you have copied and any changes you have made, click **Save**.

Viewing Marking Periods

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

Follow these steps to view marking periods.

1. If you want to see the marking periods for a past or future school year, you must choose to work in that year first; see page 44.
2. On the Home page, click **School Years**.
3. Click **View Marking Periods** if you are a teacher or if you are working in a past school year. Otherwise, click **Add/Edit Marking Periods**.
4. If you are a school network administrator or school network staff member, tick the school(s) that you want to see marking periods for and click **Next >**.
5. The next page will list the marking periods that have already been defined for the school (if any). Administrators can also edit or delete marking periods; see page 14.

Copying Non-Teaching Days from the Previous School Year

Who Can Do This?

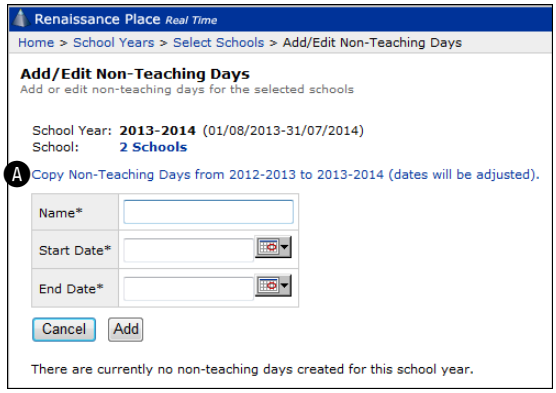
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

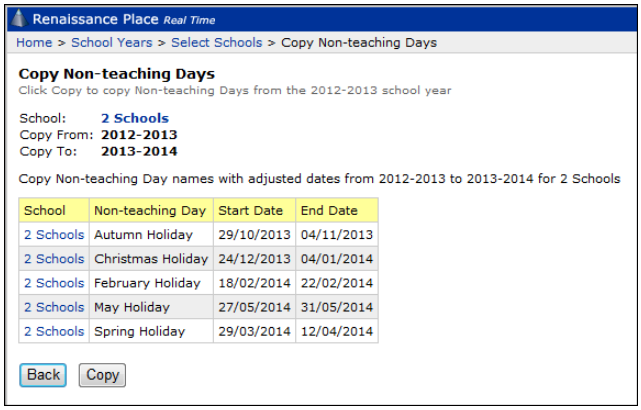
For each new school year, you can copy non-teaching days from a previous school year. This link is only available if you have not copied non-teaching days before for this school year and if there are non-teaching days available for the selected school(s) from the previous school year.

Non-teaching days are used for calculations in some reports.

1. If you want to copy non-teaching days into a future school year, you must choose to work in that school year first. See page 44.
2. On the Home page, click **School Years**.
3. Click **Add/Edit Non-Teaching Days**.
4. If you have access to multiple schools, on the Select Schools page, tick the box for each school for which you want to copy non-teaching days. Then, click **Next >**.
5. On the Add/Edit Non-Teaching Days page, the **Copy Non-Teaching Days** link Ⓐ will be available if you have not copied non-teaching days into this school year before. Click the link.

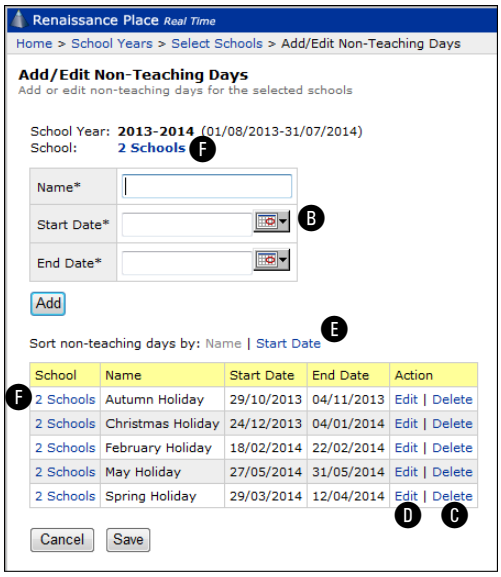

Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Non-Teaching Days
Add/Edit Non-Teaching Days
Add or edit non-teaching days for the selected schools
School Year: 2013-2014 (01/08/2013-31/07/2014)
School: 2 Schools
A
Copy Non-Teaching Days from 2012-2013 to 2013-2014 (dates will be adjusted).
Name*
Start Date*
End Date*
Cancel
Add
There are currently no non-teaching days created for this school year.

6. The non-teaching days that can be copied will be listed. Note that the dates will be adjusted when you copy them to be within the new school year. To continue, click **Copy**.


Renaissance Place Real Time
Home > School Years > Select Schools > Copy Non-teaching Days
Copy Non-teaching Days
Click Copy to copy Non-teaching Days from the 2012-2013 school year
School: 2 Schools
Copy From: 2012-2013
Copy To: 2013-2014
Copy Non-teaching Day names with adjusted dates from 2012-2013 to 2013-2014 for 2 Schools
School | Non-teaching Day | Start Date | End Date
2 Schools | Autumn Holiday | 29/10/2013 | 04/11/2013
2 Schools | Christmas Holiday | 24/12/2013 | 04/01/2014
2 Schools | February Holiday | 18/02/2014 | 22/02/2014
2 Schools | May Holiday | 27/05/2014 | 31/05/2014
2 Schools | Spring Holiday | 29/03/2014 | 12/04/2014
Back
Copy

If you are a school administrator or school staff member and you have access to more than one school, *choose the Change Role option from your Home page to choose your role at the school you want to copy non-teaching days to before you follow these steps. For more information, see "Switching Roles from the Home Page" on page 6.*

7. You will return to the Add/Edit Non-Teaching Days page, where you can make adjustments to the non-teaching days if necessary:
   - To add more non-teaching days, enter a name and the dates Ⓑ. (You can click the calendar buttons to select the dates instead of typing them.) Then click **Add** to add the non-teaching day to the list at the bottom of the page.
   - To delete any of the non-teaching days, click **Delete** in the row for the item Ⓒ.
   - To edit a non-teaching day, click **Edit** in the row for it Ⓓ, change the information in the fields at the top of the page and click **Update**.
   - To re-sort the list by start date, click **Start Date** Ⓔ. To sort by name again, click **Name**.
   - If you are copying non-teaching days for multiple schools, click the number of schools at the top of the page or in the table to see the school names Ⓕ.


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Non-Teaching Days
Add/Edit Non-Teaching Days
Add or edit non-teaching days for the selected schools
School Year: 2013-2014 (01/08/2013-31/07/2014)
School: 2 Schools
Name*
Start Date*
End Date*
Add
Sort non-teaching days by: Name | Start Date
School | Name | Start Date | End Date | Action
2 Schools | Autumn Holiday | 29/10/2013 | 04/11/2013 | Edit | Delete
2 Schools | Christmas Holiday | 24/12/2013 | 04/01/2014 | Edit | Delete
2 Schools | February Holiday | 18/02/2014 | 22/02/2014 | Edit | Delete
2 Schools | May Holiday | 27/05/2014 | 31/05/2014 | Edit | Delete
2 Schools | Spring Holiday | 29/03/2014 | 12/04/2014 | Edit | Delete
Cancel
Save
Ⓑ
Ⓒ
Ⓓ
Ⓔ
Ⓕ

8. To save the non-teaching days you have copied and any changes you have made, click **Save**.

Viewing Non-Teaching Days

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

Follow these steps to view non-teaching days:

1. If you want to see the non-teaching days for a past or future school year, you must choose to work in that year first; see page 44.
2. On the Home page, click **School Years**.
3. Click **View Non-Teaching Days** if you are a teacher or if you are working in a past school year. Otherwise, **Add/Edit Non-Teaching Days**.

4. If you are a school network administrator or school network staff member, tick the school(s) that you want to see non-teaching days for and click **Next >**.
5. The next page will list the non-teaching days that have already been defined for the school (if any). Administrators can also edit or delete non-teaching days; see page 16.

Managing Schools

The following sections describe how to view and edit the schools in your school network.

Viewing Schools

Who Can Do This?

☑ School Network Administrators

☑ School Network Staff

☐ School Administrators

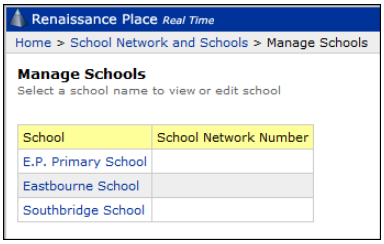
☐ School Staff

☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to view information about your school:

1. On the Home page, click **School Network and Schools**.
2. Click **View School** on the School Network and Schools page.
3. The Manage Schools page lists the schools that have been added to the school network so far. The list includes school names and school network numbers. For more information about a specific school, click the name of the school.



Editing Schools

Who Can Do This?

☑ School Network Administrators

☑ School Network Staff

☐ School Administrators

☐ School Staff

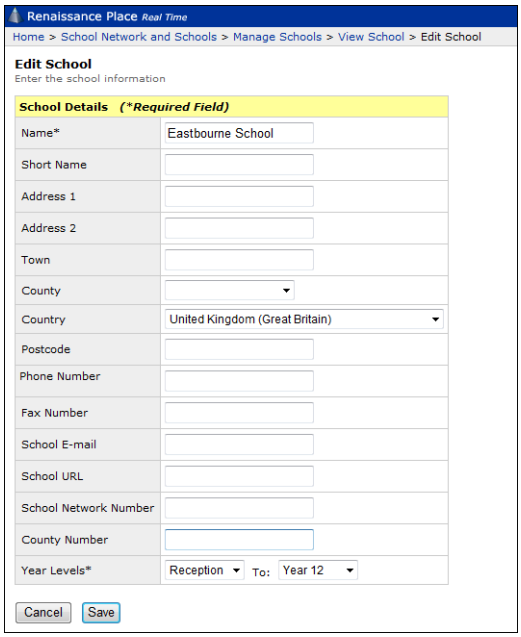
☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to edit the information for your school:

1. On the Home page, click **School Network and Schools**.
2. Click **View School** on the School Network and Schools page. The View School page opens next.
3. Click the school name.

4. Click **Edit School**.
5. Edit information as needed on the Edit School page.
6. To save your changes, click **Save**.



If you change the school name to one that is the same as an active or inactive school that is already in the database, *the Duplicate School Found page opens. You can click* ***Cancel*** *if you do not need to add the school again, click* ***Add School*** *if you want to add another school with the same name or click* ***Activate*** *if the original school needs to be reactivated.*

Managing Capabilities

Capabilities give users the right to perform specific tasks in the Renaissance Place products. They are pre-assigned based on:

- Your position, which determines which user group you belong to
- The tasks that user group usually performs.

The following sections explain the positions in the Renaissance Place user groups and how to view or change capabilities for user groups or individual users.

The User Groups in Renaissance Place

Your user group determines what you see on the Home page. *After your name in the upper-right corner of each page, the program shows whether you are logged in with a teacher, school or school network role. This is important if you have been assigned more than one role in the software—you can always tell which role you are using. You can also change the role you are working in without logging out of the program;* *see page 6.*

The Renaissance Place software contains these six user groups:

- School Network Administrators
- School Administrators
- Teachers
- School Network Staff
- School Staff
- Students

When you add personnel to the software, you choose the person's primary position, and that places the person in one of these user groups. The positions included in each user group are listed below.

School Network Administrator

- RP Administrator

School Network Staff

- Curriculum Director
- Chief Education Officer
- Educational Psychologist
- Gifted/Talented Director
- Library/Learning Resource Centre (LRC) Manager
- Other School Network Staff
- Personnel Director
- Reading Specialist
- Secretary—School Network
- Special Education Director

School Administrators

- Deputy Head Teacher
- Head Teacher
- Intervention Specialist
- Librarian

School Staff

- Doctor
- EAL Coordinator
- Educational Psychologist
- G&T Coordinator
- Guidance Counsellor
- Head of Department
- ICT Subject Leader
- Interpreter
- Librarian/Resource Coordinator
- Literacy Subject Leader
- Occupational Therapist
- Other School Staff
- Maths Subject Leader
- Physiotherapist
- Reading Specialist
- School Nurse
- School Secretary
- Science Subject Leader
- SENCO
- Social Worker
- Speech Therapist
- Teaching Assistant

Teachers

- Teachers for each Renaissance Place product
- Special Education Teacher
- EAL Teacher
- Supply Teacher
- Lead Teacher
- Team Teachers (general Team Teacher or Team Teacher for each Renaissance Place product)
- Special Duty Teacher

Students

All students are in this group. Students log in to use some Renaissance Place products, such as Accelerated Reader.

Viewing Default Capabilities for a User Group

How Administrators View Capabilities for a Group or Individual

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

To see a list of the capabilities that have been granted to a group of users or an individual user, administrators must follow the same steps they would follow to change those capabilities. For more information, see these procedures:

- To view or change the default capabilities that will be granted to new users that you add to each group, see page 55.
- To view or change the capabilities for users who have already been added to the software, see page 57.
- To view or change the capabilities for one person, see page 73.

How School Network Staff and School Staff View Capabilities for a Group

Who Can Do This?

- ☐ School Network Administrators
- ☑ School Network Staff
- ☐ School Administrators
- ☑ School Staff
- ☐ Teachers

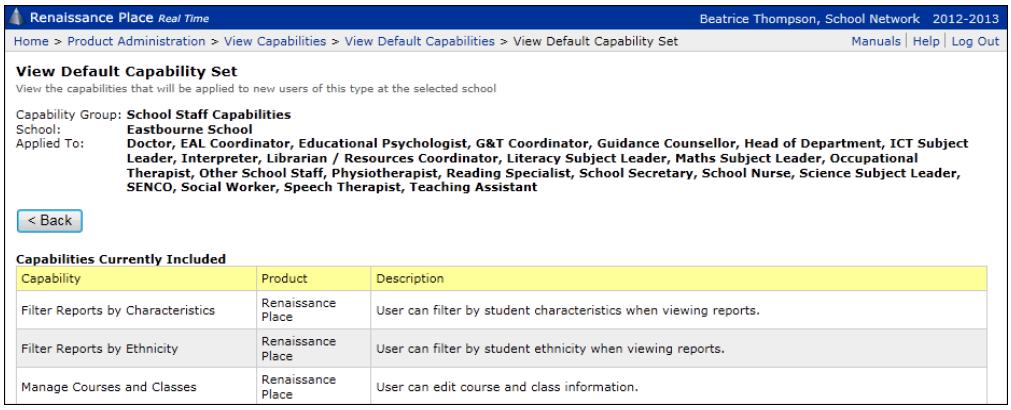
Learn more about capabilities on page 53.

Follow the steps below to view the default capabilities that have been given to a group of users. (If you want to view the capabilities that one person has, see page 71.)

Note: By following these steps, you are viewing the default capabilities that are given to new users as they are added to the software. Administrators may have changed the capabilities for existing users or individuals.

1. On the Home page, click **Product Administration**.
2. Click **Define User Capabilities** on the Product Administration page.
3. School network staff members should click **View Default** for either school users or school network users.

   School staff members should click **View Default Capability Sets** for the school users.
4. If you are a school network staff member and you are viewing school user capabilities, on the next page, click the **School** drop-down list and choose a school.
5. Click the user group whose capabilities you want to view. The next page will list the capabilities that have been given to this group.


Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Product Administration > View Capabilities > View Default Capabilities > View Default Capability Set
Manuals | Help | Log Out
View Default Capability Set
View the capabilities that will be applied to new users of this type at the selected school
Capability Group: School Staff Capabilities
School: Eastbourne School
Applied To: Doctor, EAL Coordinator, Educational Psychologist, G&T Coordinator, Guidance Counsellor, Head of Department, ICT Subject Leader, Interpreter, Librarian / Resources Coordinator, Literacy Subject Leader, Maths Subject Leader, Occupational Therapist, Other School Staff, Physiotherapist, Reading Specialist, School Secretary, School Nurse, Science Subject Leader, SENCO, Social Worker, Speech Therapist, Teaching Assistant
< Back
Capabilities Currently Included
Capability
Product
Description
Filter Reports by Characteristics
Renaissance Place
User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity
Renaissance Place
User can filter by student ethnicity when viewing reports.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.

6. To exit this page, click **< Back**.

If you have more than one role in the software, *be sure to choose the role that you want to use on your Home page as described on page 6. The role you choose could determine the groups for which you can view capabilities.*

Editing Default Capabilities for New Users in a Group

Who Can Do This?

- ☑ School Network Administrators
- ☐ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

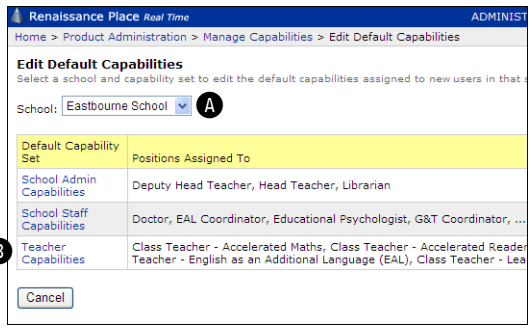
Learn more about capabilities on page 53.

By following the steps below, you are changing the default capabilities for a user group.

Your changes will affect new users who will be added to the group in the future, but **not** existing users who are already in the database. To change capabilities for existing users, see page 57.

1. On the Home page, click **Product Administration**.
2. Click **Define User Capabilities** on the Product Administration page.

3. Click **Edit Default** next to either the School Network User Capabilities or the School User Capabilities. (If you are a school administrator, only the School User Capabilities will be listed.)
4. If you are a school network administrator and you are changing School User Capabilities, choose a school from the **School** drop-down list Ⓐ.


Renaissance Place Real Time
ADMINIST
Home > Product Administration > Manage Capabilities > Edit Default Capabilities
Edit Default Capabilities
Select a school and capability set to edit the default capabilities assigned to new users in that
School: Eastbourne School
A
Default Capability Set
Positions Assigned To
School Admin Capabilities
Deputy Head Teacher, Head Teacher, Librarian
School Staff Capabilities
Doctor, EAL Coordinator, Educational Psychologist, G&T Coordinator, ...
B
Teacher Capabilities
Class Teacher - Accelerated Maths, Class Teacher - Accelerated Reader
Teacher - English as an Additional Language (EAL), Class Teacher - Lea
Cancel

5. Click the user group Ⓑ for which you want to change default capabilities.
6. On the next page, choose the capabilities that you want users in this group to have.

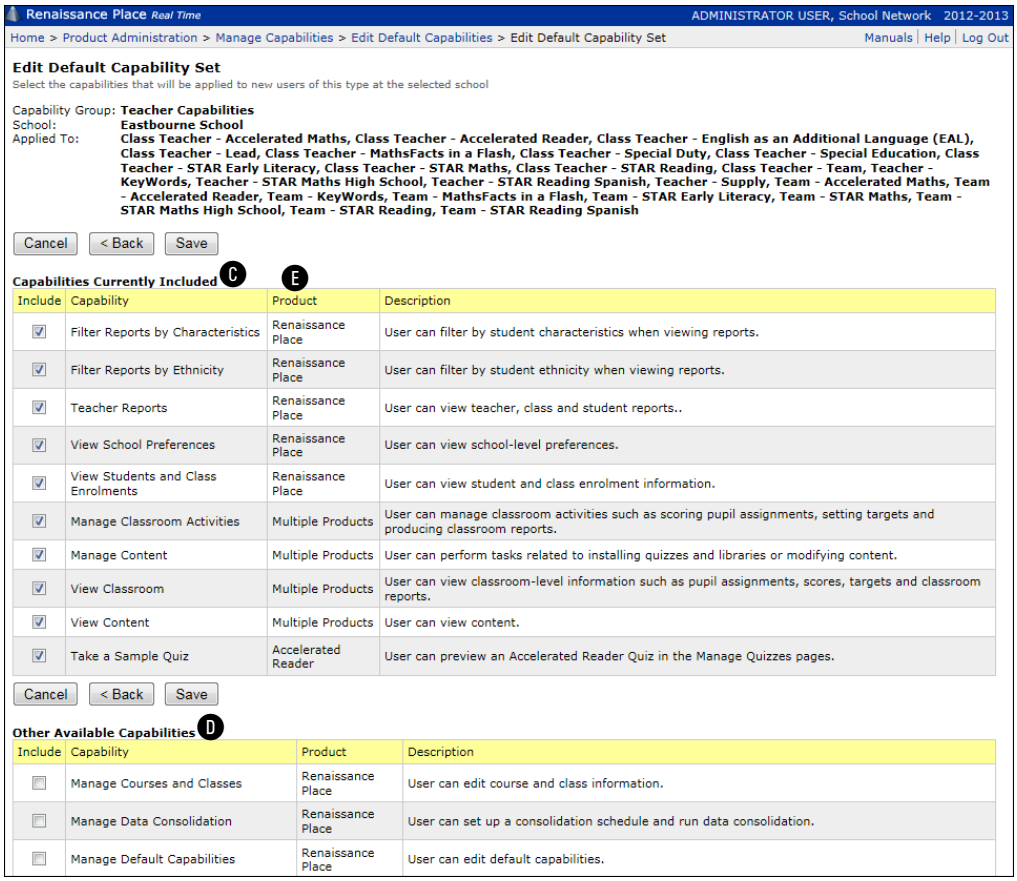
   The Capabilities Currently Included Ⓒ are those that new users in this group are given when they are added. If you do not want new users to get some of these capabilities, remove the tick mark next to those capabilities.

   The Other Available Capabilities Ⓓ are additional capabilities that you can give to new users in this group. If you want new users in this group to have any of those capabilities, tick the ones that you want them to have.

   The Product column Ⓔ shows you which products use each capability.

If you are a school administrator assigned to more than one school, *you are editing capabilities for the role you chose on your Home page. To choose a different school, see* *"Switching Roles from the Home Page" on page 6.*

Click **Save** when you have finished changing the default capabilities for this group.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Product Administration > Manage Capabilities > Edit Default Capabilities > Edit Default Capability Set
Manuals | Help | Log Out
Edit Default Capability Set
Select the capabilities that will be applied to new users of this type at the selected school
Capability Group: Teacher Capabilities
School: Eastbourne School
Applied To: Class Teacher - Accelerated Maths, Class Teacher - Accelerated Reader, Class Teacher - English as an Additional Language (EAL), Class Teacher - Lead, Class Teacher - MathsFacts in a Flash, Class Teacher - Special Duty, Class Teacher - Special Education, Class Teacher - STAR Early Literacy, Class Teacher - STAR Maths, Class Teacher - STAR Reading, Class Teacher - Team, Teacher - KeyWords, Teacher - STAR Maths High School, Teacher - STAR Reading Spanish, Teacher - Supply, Team - Accelerated Maths, Team - Accelerated Reader, Team - KeyWords, Team - MathsFacts in a Flash, Team - STAR Early Literacy, Team - STAR Maths, Team - STAR Maths High School, Team - STAR Reading, Team - STAR Reading Spanish
Cancel
< Back
Save
Capabilities Currently Included
C
E
Include
Capability
Product
Description
Filter Reports by Characteristics
Renaissance Place
User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity
Renaissance Place
User can filter by student ethnicity when viewing reports.
Teacher Reports
Renaissance Place
User can view teacher, class and student reports..
View School Preferences
Renaissance Place
User can view school-level preferences.
View Students and Class Enrolments
Renaissance Place
User can view student and class enrolment information.
Manage Classroom Activities
Multiple Products
User can manage classroom activities such as scoring pupil assignments, setting targets and producing classroom reports.
Manage Content
Multiple Products
User can perform tasks related to installing quizzes and libraries or modifying content.
View Classroom
Multiple Products
User can view classroom-level information such as pupil assignments, scores, targets and classroom reports.
View Content
Multiple Products
User can view content.
Take a Sample Quiz
Accelerated Reader
User can preview an Accelerated Reader Quiz in the Manage Quizzes pages.
Cancel
< Back
Save
Other Available Capabilities
D
Include
Capability
Product
Description
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Data Consolidation
Renaissance Place
User can set up a consolidation schedule and run data consolidation.
Manage Default Capabilities
Renaissance Place
User can edit default capabilities.

Editing Capabilities for Existing Users in a Group

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

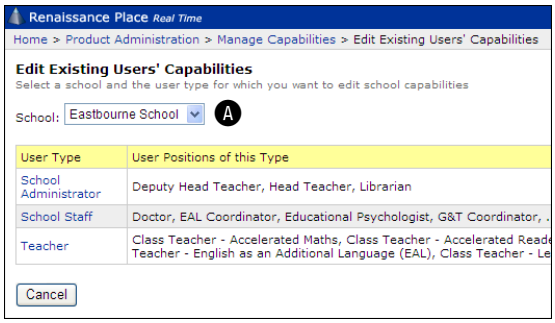
By following the steps below, you are changing the capabilities for existing users in a user group—that is, users who are already in this group in the database.

Your changes will not affect any users added to the database (new users) *after* you have changed the capabilities. To change the default capabilities for new users, see page 55.

1. On the Home page, click **Product Administration**.
2. Click **Define User Capabilities** on the Product Administration page.
3. Click **Edit Existing Settings** next to either the School Network User Capabilities or the School User Capabilities. (If you are a school administrator, only the School User Capabilities will be listed.)

If you are a school administrator assigned to more than one school, *you are editing capabilities for the role you chose using the Change Role option on the Home page. To choose a different school, see "Switching Roles from the Home Page" on page 6.*

4. If you are a school network administrator and you are changing School User Capabilities, choose a school from the **School** drop-down list Ⓐ.


Renaissance Place Real Time
Home > Product Administration > Manage Capabilities > Edit Existing Users' Capabilities
Edit Existing Users' Capabilities
Select a school and the user type for which you want to edit school capabilities
School: Eastbourne School
A
B
User Type
User Positions of this Type
School Administrator
Deputy Head Teacher, Head Teacher, Librarian
School Staff
Doctor, EAL Coordinator, Educational Psychologist, G&T Coordinator,
Teacher
Class Teacher - Accelerated Maths, Class Teacher - Accelerated Read
Teacher - English as an Additional Language (EAL), Class Teacher - Le
Cancel

5. Click the group that you want to change capabilities for Ⓑ.
6. Click one of the three options for each capability for users in this group:
   - **Leave as is** Ⓒ means that users in the group who already have this capability will keep it, and those who do not have the capability still will not have it.
   - **Add to all users** Ⓓ means that everyone in this group will be given the capability, even if some have not had it before.
   - **Remove from all users** Ⓔ means the capability will be taken away from everyone in the group, even if some users in the group have had the capability up to now.

   The Product column Ⓕ shows you which products use each capability.

   When you have finished, click **Save**.

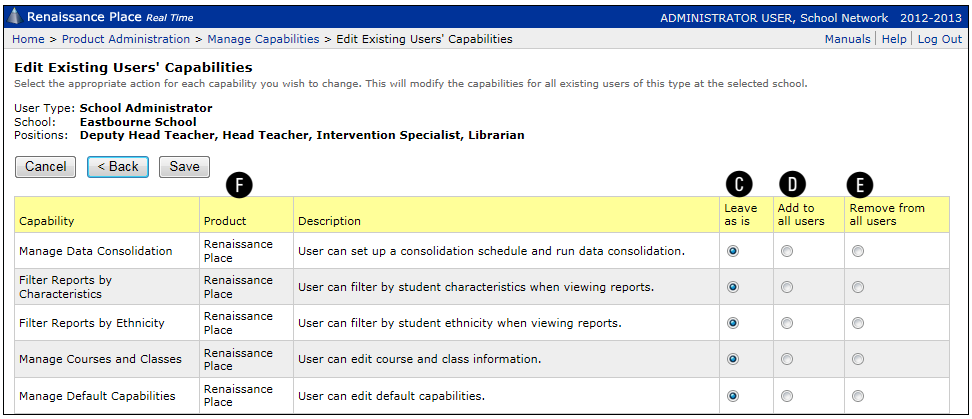

Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Product Administration > Manage Capabilities > Edit Existing Users' Capabilities
Manuals | Help | Log Out
Edit Existing Users' Capabilities
Select the appropriate action for each capability you wish to change. This will modify the capabilities for all existing users of this type at the selected school.
User Type: School Administrator
School: Eastbourne School
Positions: Deputy Head Teacher, Head Teacher, Intervention Specialist, Librarian
Cancel
< Back
Save
F
C
D
E
Capability
Product
Description
Leave as is
Add to all users
Remove from all users
Manage Data Consolidation
Renaissance Place
User can set up a consolidation schedule and run data consolidation.
Filter Reports by Characteristics
Renaissance Place
User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity
Renaissance Place
User can filter by student ethnicity when viewing reports.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Default Capabilities
Renaissance Place
User can edit default capabilities.

Table of Default Capabilities

The table that starts below lists the default Renaissance Place capabilities that each user group has by default if you have made no changes. (For a list of the positions in each user group, see page 53.)

To see a table of the tasks that users can perform in each of the Renaissance Place products (such as Accelerated Reader or Accelerated Maths), see the software manual for each product.

Capability	Determines Who Can...	School Network		School		Teacher
		Admin.	Staff	Admin.	Staff	
Content						
Manage Content	Manage content, such as quizzes or libraries.	✓	✓	✓	✓	✓
View Content	View content, such as quizzes or libraries.	✓	✓	✓	✓	✓
School Network and School Information						
Manage School Network	Change school network information, such as the name, address or phone number.	✓	+	–	–	–
Manage Schools	Edit schools information.	✓	✓	–	–	–
View Schools	View school information on schools in the school network.	✓	✓	–	–	–
School Years, Marking Periods and Non-Teaching Days						
Manage School Year	School network personnel with this capability can add, edit or delete school years.	✓	✓	–	–	–
Manage Marking Periods and Non-Teaching Days	Add, edit, copy or delete marking periods (such as terms) and non-teaching days. Marking periods are used for reports and target setting. Non-teaching days are used for some report calculations. School network personnel can manage marking periods and non-teaching days for any school. School personnel can only manage marking periods and non-teaching days for their own school.	✓	✓	✓	✓	+

✓ = available + = can be added – = unavailable

Capability	Determines Who Can...	School Network		School		Teacher
		Admin.	Staff	Admin.	Staff	
Courses and Classes						
Manage Courses and Classes	Add, edit and delete courses and classes, copy classes and add and remove team teachers and students in classes. School network personnel can do this for any school. School personnel can only do this for their own school.	✓	✓	✓	✓	+
View Courses and Classes	View course and class information. School network personnel can view the information for any school. School personnel can only view the information for their own school.	✓	✓	✓	✓	+
Personnel Information						
Manage Personnel	Add, edit or delete personnel information. School network personnel can do this for the school network or any school. School personnel can only do this for their own school.	✓	✓	✓	+	+
View Personnel	View personnel information.	✓	✓	✓	✓	+
Student Information						
School Network-Level View of Student and Personnel Information	View student and personnel information in ***all*** schools (not just schools to which they may be assigned). Only users who should see information for all schools should be granted this capability.	✓	✓	–	–	–
Manage School Enrolment	Enrol or un-enrol students in schools. School network personnel can enrol students in any school. School personnel can only enrol students in their own school.	✓	✓	✓	+	+
Manage Students and Class Enrolments	Add students, enrol students in classes, edit student information and characteristics, manage custom characteristics in the database and delete students from the database. School network personnel can do this for any school. School personnel can only do this for their own school. This does not include the ability to import, export or merge student information.	✓	✓	✓	+	+

✓ = available + = can be added – = unavailable

Capability	Determines Who Can...	School Network		School		Teacher
		Admin.	Staff	Admin.	Staff	
Manage Student Data	Permanently remove and recover student records. **Note:** School network administrators, school network staff and school administrators are given this capability by default; however, all users who are given this capability must be given the Manage Students and Class Enrolments capability as well so that they have access to the Edit Multiple Students page, where they can permanently remove student records.	✓	✓	✓	+	+
View Students and Class Enrolments	View student information, including class enrolment.	✓	✓	✓	✓	✓
Merge Students	Merge duplicate student records into one. School network personnel can merge student records for any school. School personnel can only merge student records for their own school.	✓	+	✓	+	+
School Network-Level Student Export and School Network-Level Student Import	Export student information at all levels for any student at any school or import students into any school.	✓	+	–	–	–
School-Level Student Export and School-Level Student Import	Export student groups within a specific school or import students into a school.	–	–	✓	+	+
Teacher-Level Student Export and Teacher-Level Student Import	Export students of a specific teacher or import students into classes for a specific teacher.	–	–	✓	+	+
Class Work						
Manage Classroom Activities	Manage student assignments, targets, scores and class reports, including Record and Assignment Books.	✓	+	✓	+	✓
School-Level Access	Access all classes in all Renaissance Place products.	✓	✓	✓	✓	+
View Classroom	View class work, such as student assignments, targets and scores, including Record and Assignment Books.	✓	+	✓	+	✓
Reports						
School Network Reports	View reports for all levels: school network, schools, teachers, classes or students.	✓	+	–	–	–

✓ = available + = can be added – = unavailable

Capability	Determines Who Can...	School Network		School		Teacher
		Admin.	Staff	Admin.	Staff	
School Reports	View reports for individual schools and their teachers, classes and students in a school.	✓	✓	✓	✓	+
Teacher Reports	View reports for an individual teacher's classes.	✓	✓	✓	✓	✓
Filter Reports by Characteristics	Limit reports to students who have been assigned specific characteristics in Renaissance Place.	✓	✓	✓	✓	✓
Filter Reports by Ethnicity	Limit reports to students with specific ethnicities, which are set when you add students or edit their information.	✓	✓	✓	✓	✓
Manage Reporting Periods	Set the reporting periods for Renaissance Place consolidated reports. Reporting periods are time periods that you can select for the report.	✓	+	✓	+	+
Manage Data Consolidation	Schedule data consolidation, which gathers data from all products to include in Consolidated reports. You can set the date, times and recurrence. (The default schedule is 2:00 A.M. daily.)	✓	+	+	+	+
Software Preferences						
Change Data Editing Preference	Change the Data Editing Restrictions preference, which prevents users from changing data that is automatically updated from another source, such as your school network's MIS/VLE. The preference is under Product Administration. Other users cannot see it.	✓	+	–	–	–
Manage School Network Preferences	Change school network-level preferences. Most products do not have school network-level preferences.	✓	+	–	–	–
Manage School Preferences	Change school preferences for any product, such as the Accelerated Maths Class Marking Periods preference or the STAR Maths Testing Password preference. School network personnel can change these for any school. School personnel can only change them for their own school.	✓	+	✓	+	+
View School Network Preferences	View school network preferences, such as the Data Editing Restrictions preference.	✓	+	–	–	–

✓ = available + = can be added – = unavailable

Capability	Determines Who Can...	School Network		School		Teacher
		Admin.	Staff	Admin.	Staff	
View School Preferences	View school preferences for any Renaissance Place product.	✓	✓	✓	✓	✓
Manage Default Capabilities	Choose the capabilities for any person or group using Renaissance Place software. School network personnel can manage capabilities for any group at any school or at the school network. School personnel can only manage capabilities for personnel at their own school.	✓	+	✓	+	+
View Default Capabilities	View the capabilities given to new users in each group. Capabilities for existing users may be different. School network personnel can view capabilities for school network personnel and personnel in any school. School personnel can view capabilities for their school.	✓	✓	✓	✓	+

✓ = available + = can be added — = unavailable

Managing Personnel

The procedures in this section describe how to view personnel information, assign personnel to a school or to the school network, edit personnel information, edit capabilities for individuals, reactivate inactive personnel, delete personnel from the database and clear locked personnel accounts.

Viewing Personnel

Who Can Do This?

☑ School Network Administrators

☑ School Network Staff

☑ School Administrators

☑ School Staff

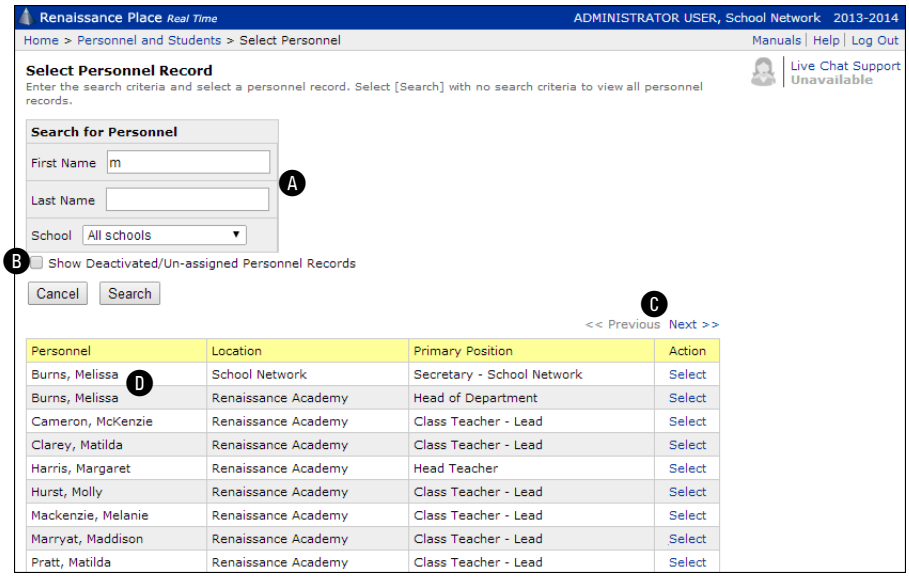
☐ Teachers

Learn more about capabilities on page 53.

School administrators or staff with access to more than one school *should choose their role at the school they want to work with before viewing personnel information. For more information, see "Switching Roles from the Home Page" on page 6.*

Follow these steps to view personnel information:

1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Use the Select Personnel Record page to search for the person whose information you want to view. Then, click **Search** to see the search results.



A You can enter all or part of a person's first and last name in the blank First Name/Last Name fields. You are not required to enter both names. If you want to find all personnel, leave these fields blank. School network personnel can also click a School drop-down list and choose a school to search.

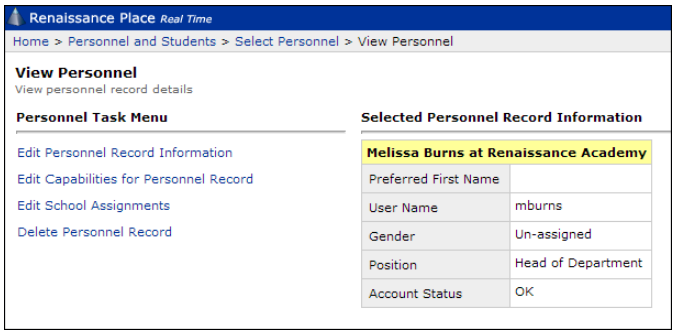
B Tick this box if you want to include inactive or un-assigned personnel in the search results. Inactive personnel (such as Hollie Hughes in this list) are personnel who were deleted, but not permanently. For more information, see page 77. Un-assigned personnel (such as Elle Baker in this list) are no longer assigned to any school or to the school network. (If you are a school administrator or staff member and you tick this box, only deactivated or un-assigned personnel who were previously assigned to your school will be found.)

C If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back.

D Personnel who have more than one assignment will be listed more than once (such as Sebastian Boris, Yasmin Davis and Jack Green in this list). To see their information for a specific assignment, click **Select** in the row for that assignment.

You may not see all the links shown here. *Your primary position, capabilities and the location which the person you chose is assigned to and the status of the person at that location (active, inactive or un-assigned) all determine which links are available under the Personnel Task Menu.*

4. Click **Select** next to the person whose information you want to view. The View Personnel page will show you some of the person's information.



Adding Additional Personnel

To add more personnel to Renaissance Place, see page 19.

Importing Personnel Information into the Database

See "Managing Data Imports" on page 179 for instructions on how to import personnel information into the database.

Changing Your Personnel Settings (Password, Email Address and Security Questions)

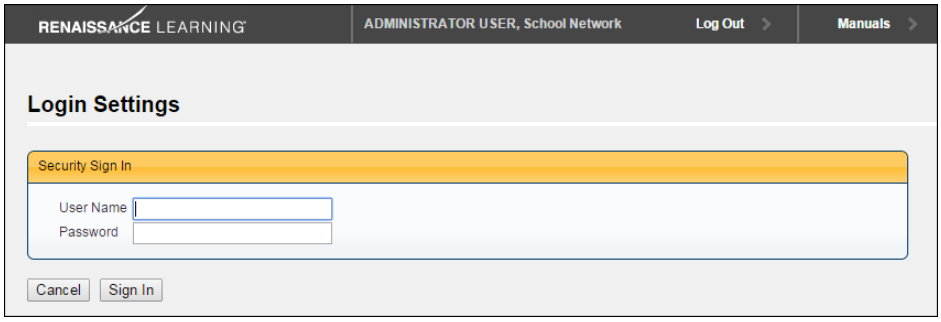
Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

On the Login Settings page, personnel can change their password. They should also set their email address and security questions so that they can reset their password or retrieve their user name if their original information has been forgotten. Follow these steps:

1. On the Home page, click **Users**.
2. Click **Login Settings** at the bottom of the list (under User Profile).
3. First, you will be asked to re-enter your user name and password to confirm your identity. This prevents others from changing your settings while you are away from your computer. Enter this information; then, click **Sign In**.



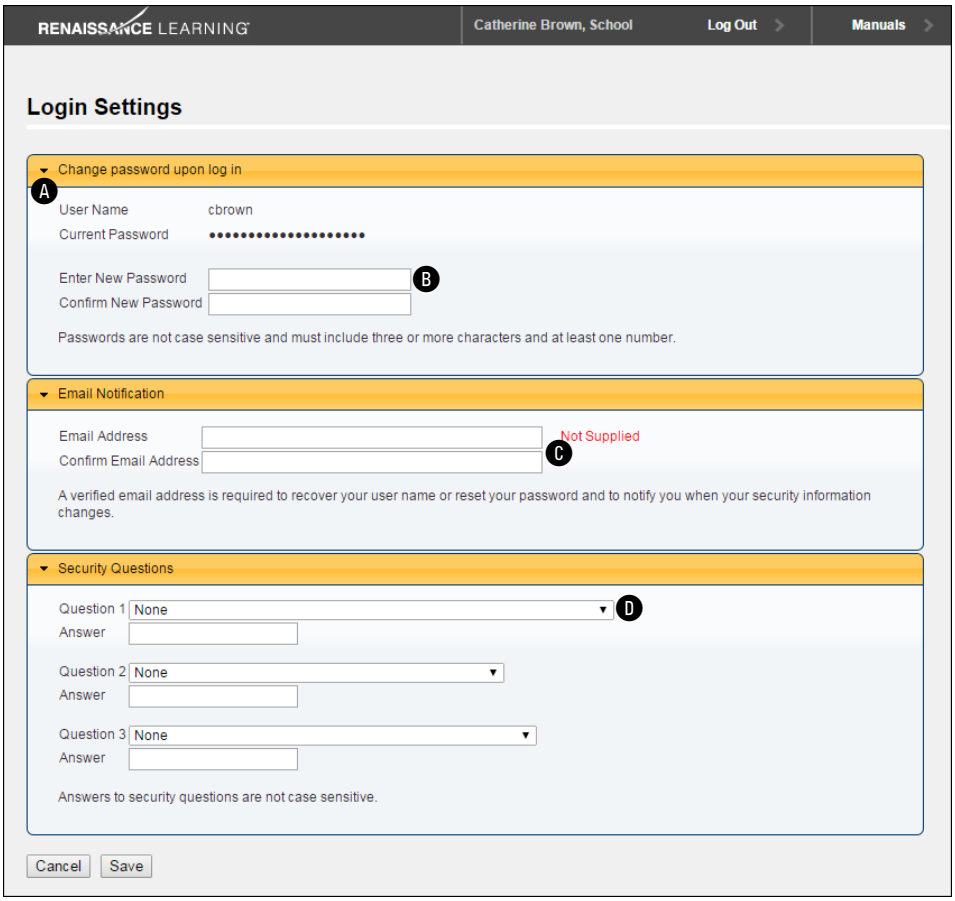
4. Now you can change your password or enter your other information. To show or hide a section of the page, click the arrow in the heading Ⓐ for that section.
   - If you want to change your password, enter your new password in the two fields Ⓑ.
   - If you want to enter your email address, enter it in the fields provided Ⓒ. If you do not enter an email address, you will not be able to use the Forgot Your User Name or Password link on the login page if you cannot remember your information.

     When you enter or change an email address and save your changes, you will be sent an email asking you to verify the address; see step 6. If you need a new email sent, return to this page and click **Re-send Verification** in the Email Notification section.)
   - If you want to enter security questions, select each question and enter your answer Ⓓ. Security questions can be used to confirm your identity when you forget your password and need to reset it (see page 67), but they are not required.

     Each security question must be different, and you cannot enter the same answer to more than one security question.

When your email address is used:

- *To retrieve a forgotten user name (see page 68).*
- *To verify your identity so that you can reset a forgotten password (see page 67).*
- *To notify you of changes to your account.*



5. When you have finished, click **Save**.
6. If you set or changed your email address, you will see a message reminding you that it must be verified. Click **OK**.

   You will be sent an email. Click the link in the email within 72 hours to go to the Verify Your Email Address page. On that page, enter your user name and password; then, click **Sign In**. A message will tell you that your email address has been verified; when that happens, you can close the page.

   If you need a new email sent for any reason, return to the Login Settings page and click **Re-send Verification**.

How Personnel Reset a Forgotten Password

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

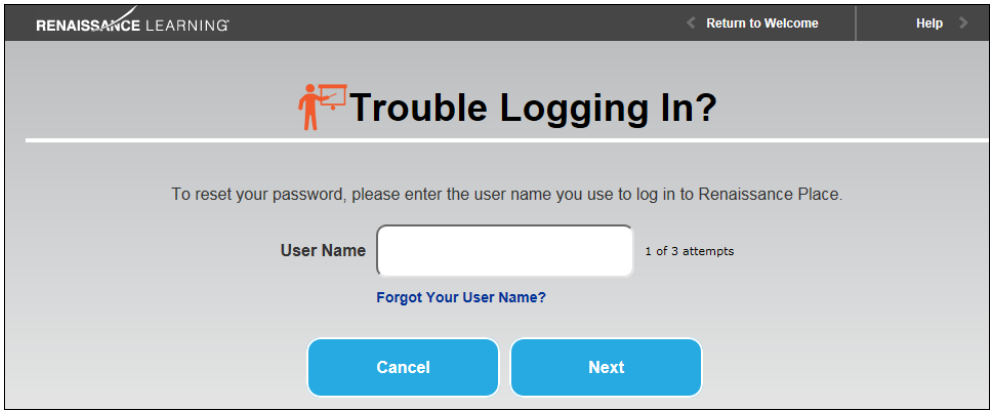
Personnel who have forgotten their password can reset it by following the steps below, ***but only if***

- they have previously used the Login Settings page to enter their email address (see page 65), *and*
- they have verified that email address (see step 6 on page 67).

Personnel who have not entered and verified their email addresses cannot use the Forgot Your User Name or Password feature. In that case, the software administrator can reset a person's password by editing the person's information (see page 70).

Follow these steps to reset your forgotten password:

1. On the Teachers/Administrators login page, click **Forgot Your User Name or Password?**.
2. On the next page, enter your user name; then, click **Next**.



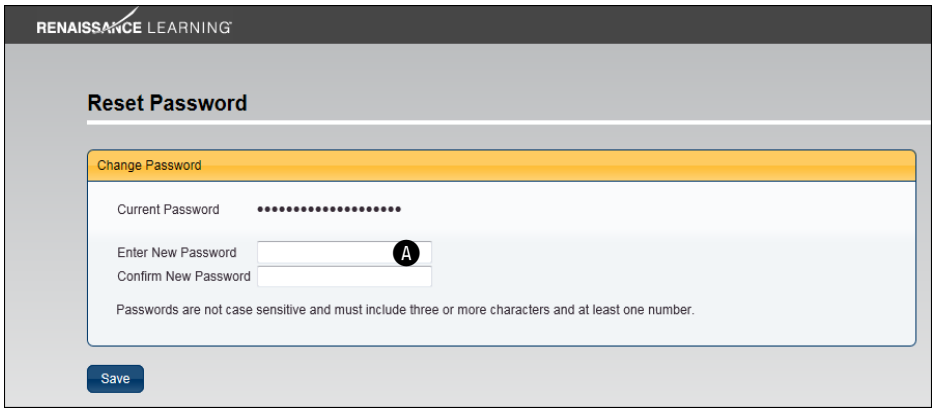
3. If you have previously entered both your email address and security questions, you will be asked which you want to use to reset your password. Click the option you prefer and click **Next**.

The Set Login Attempts preference sets how many attempts are allowed. *See page 210.*

4. Follow the instructions for the method you are using:
   - **Using email:**

     If your email address has been verified, you will be sent an email. Within 24 hours, click the link in the email to go to a page where you can reset your password. (If you need a new email, go back to step 1 and follow these steps again.)
   - **Using security questions:**

     You will be asked one of the questions that you chose on the Login Settings page. Enter your answer exactly as you did on the Login Settings page when you selected the question. Then, click **Next**. If you answer the question correctly, you will go on to the next step. If not, you will get another chance to answer the question; the number of attempts allowed may be shown if there is a limit. If, after that number of attempts, you still have not entered the correct answer, see your administrator to have your account unlocked and your password changed.
5. You will be taken to the Reset Password page. Enter a new password in the two fields Ⓐ; then, click **Save**.



6. A message will confirm that you have successfully changed your password. Click **OK**. Your password will be reset, and you will go back to the login page, where you can log in with your user name and your new password.

How Personnel Retrieve Forgotten User Names

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

Personnel members who have forgotten their user name can retrieve it by following the steps below, ***but only if***

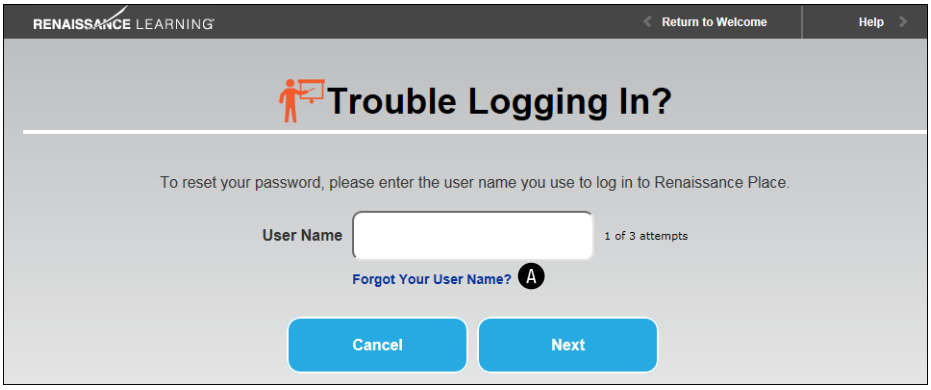
- they have previously used the Login Settings page to enter their email address (see page 65), *and*
- they have verified that email address by clicking a link in the email they were sent and entering their user name and password.

Personnel who have not entered and verified their email addresses cannot use the Forgot Your User Name or Password feature. Instead, if these personnel forget their user name, they must ask the software administrator to find it (see "Viewing Personnel" on page 64).

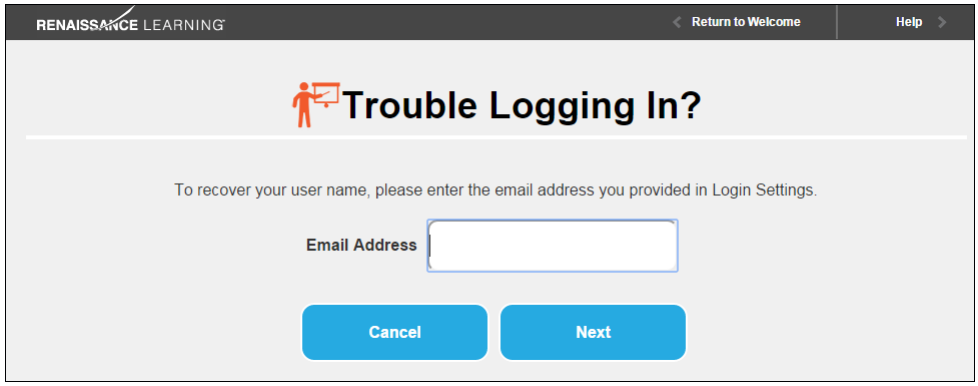
Follow these steps to retrieve your forgotten user name:

The Set Login Attempts preference sets how many attempts are allowed. *See page 210.*

1. On the Teachers/Administrators login page, click **Forgot Your User Name or Password?**.
2. On the next page, under the User Name field, click **Forgot Your User Name?** Ⓐ.



3. Enter the email address that you previously entered on the Login Settings page and that you verified. Then, click **Next**. (**Note:** If your email address has not been verified, you will not be sent your user name.)



4. You will be sent an email that includes your user name, and you will go back to the login page so that you can use it to log in.

Editing Personnel

Who Can Do This?

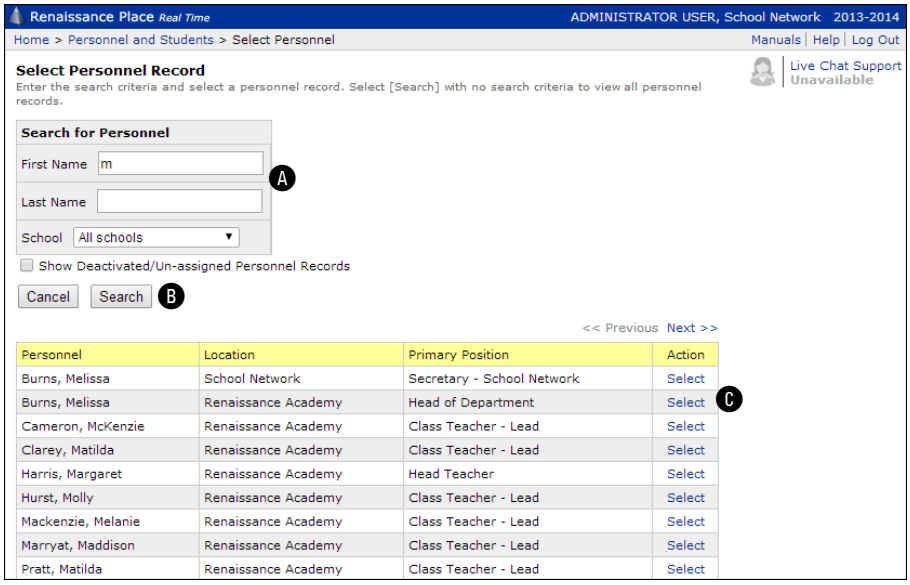
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to edit personnel information. As you follow these steps, keep these restrictions in mind:

- School administrators can only edit information for personnel in their own school.
- You cannot edit information for a person whose record is inactive. (When a record is inactive, you will see "Inactive" next to the person's name in any search results.) If you want to change information in an inactive personnel record, you must activate it first (see page 79).

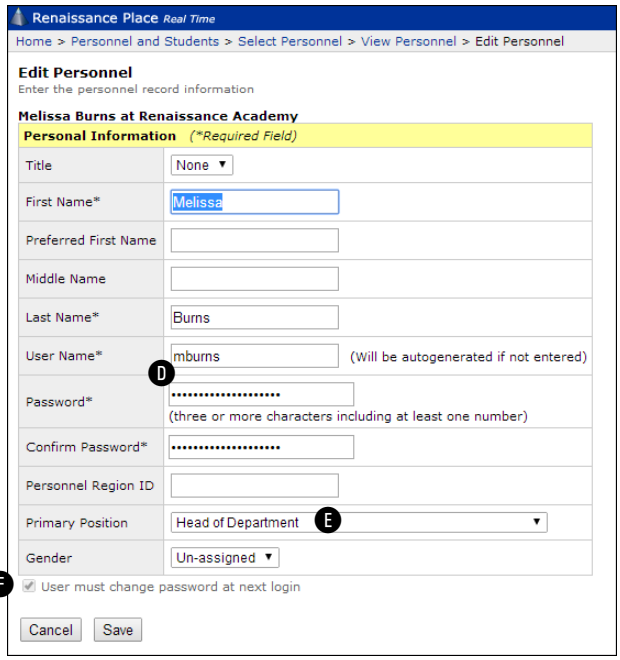
1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. School network personnel can select a school to search in.
4. Click **Search** Ⓑ.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel
Manuals | Help | Log Out
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Live Chat Support Unavailable
Search for Personnel
First Name m
Last Name
School All schools
Show Deactivated/Un-assigned Personnel Records
Cancel
Search
A
B
<< Previous Next >>
Personnel | Location | Primary Position | Action
Burns, Melissa | School Network | Secretary - School Network | Select
Burns, Melissa | Renaissance Academy | Head of Department | Select
Cameron, McKenzie | Renaissance Academy | Class Teacher - Lead | Select
Clarey, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Harris, Margaret | Renaissance Academy | Head Teacher | Select
Hurst, Molly | Renaissance Academy | Class Teacher - Lead | Select
Mackenzie, Melanie | Renaissance Academy | Class Teacher - Lead | Select
Marryat, Maddison | Renaissance Academy | Class Teacher - Lead | Select
Pratt, Matilda | Renaissance Academy | Class Teacher - Lead | Select
C

5. Click **Select** Ⓒ after the person's name and information in the search results.
6. Click **Edit Personnel Record Information** on the View Personnel page.

School administrators or staff with access to more than one school *should use the Change Role option to choose their role at the school they want to work with before editing personnel information. For more information, see "Switching Roles from the Home Page" on page 6.*

7. Make your changes to the person's record. When you have finished, click **Save**.



D The user name and password are used to log in. They cannot be the same. Be sure to give each person his or her new user name and password if you change them.

E The primary position determines which tasks the user can perform in the software. For more information, see "Managing Capabilities" on page 53. If the person is assigned to a school *and* the school network, any changes you make to the position will only apply to the location you chose when you selected the record from the search results.

F If you tick this box, this user must change his or her password next time he or she logs in (see page 2).

If you edit the person's name and the new name matches the name of other personnel in the database, *you will be notified. If you are a school network administrator or staff member, you will have the chance to:*

- *Keep the new name, creating a new record with the same name as the existing record (by clicking **Add Personnel**).*
- *Activate a previously deleted matching personnel record (by clicking **Activate**).*
- *Cancel without keeping your changes.*

Viewing Capabilities for Individual Personnel Members

Who Can Do This?

- ☐ School Network Administrators
- ☑ School Network Staff
- ☐ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

The steps below describe how school network and school staff members who are not administrators or teachers can view one person's capabilities. If you are an administrator, you can view a person's capabilities by following the steps to edit the capabilities on page 73. (Teachers cannot view personnel capabilities.)

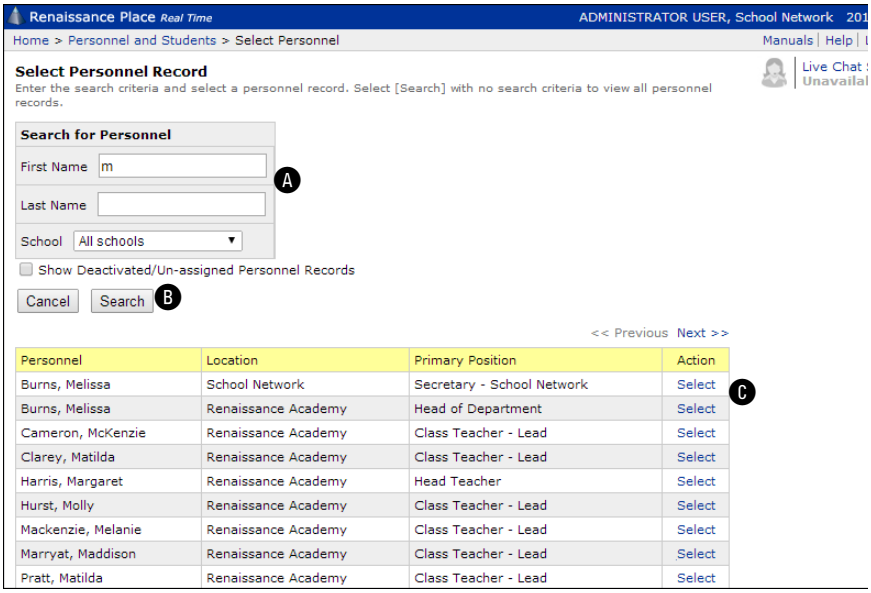
As you follow these steps, keep these restrictions in mind:

- School staff members can only view capabilities for personnel in their own school.
- You cannot view capabilities for a person whose record is inactive. (When a record is inactive, you will see "Inactive" next to the person's name in any search results.) If you want to view information in an inactive personnel record, you must activate it first (see page 79).

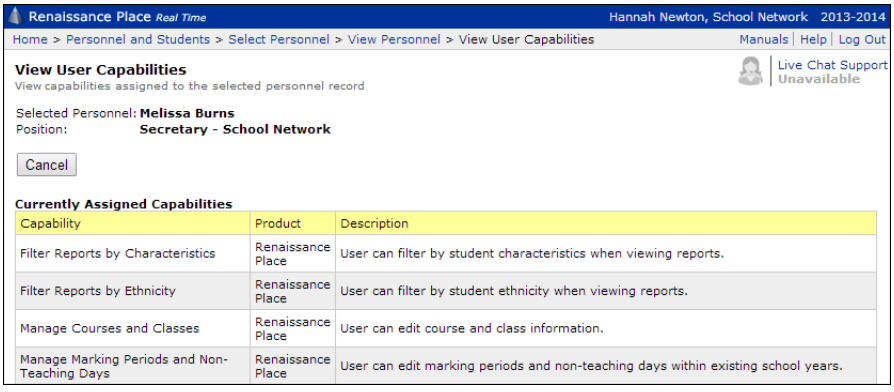
School staff should follow these steps to view a person's capabilities:

1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. (School network staff can also select a school to search in.)

   Click **Search** Ⓑ.



4. Click **Select** Ⓒ after the person's name and information in the search results.
5. Click **View Capabilities for Personnel Record** on the View Personnel page.
6. The View User Capabilities page lists the capabilities that are granted to this user. (The Product column shows which products use each capability.) When you have finished viewing the person's capabilities, click **Cancel**.


Renaissance Place Real Time
Hannah Newton, School Network 2013-2014
Home > Personnel and Students > Select Personnel > View Personnel > View User Capabilities
Manuals | Help | Log Out
View User Capabilities
View capabilities assigned to the selected personnel record
Live Chat Support Unavailable
Selected Personnel: Melissa Burns
Position: Secretary - School Network
Cancel
Currently Assigned Capabilities
Capability
Product
Description
Filter Reports by Characteristics
Renaissance Place
User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity
Renaissance Place
User can filter by student ethnicity when viewing reports.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Marking Periods and Non-Teaching Days
Renaissance Place
User can edit marking periods and non-teaching days within existing school years.

Capabilities determine which tasks each person can perform in the Renaissance Place software. *Usually, each person in a user group has the same capabilities. However, administrators can change the capabilities for individual users. For more information about capabilities and user groups, see* *"Managing Capabilities" on page 53.*

Editing Personnel Capabilities

Who Can Do This?

- ☑ School Network Administrators
- ☐ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

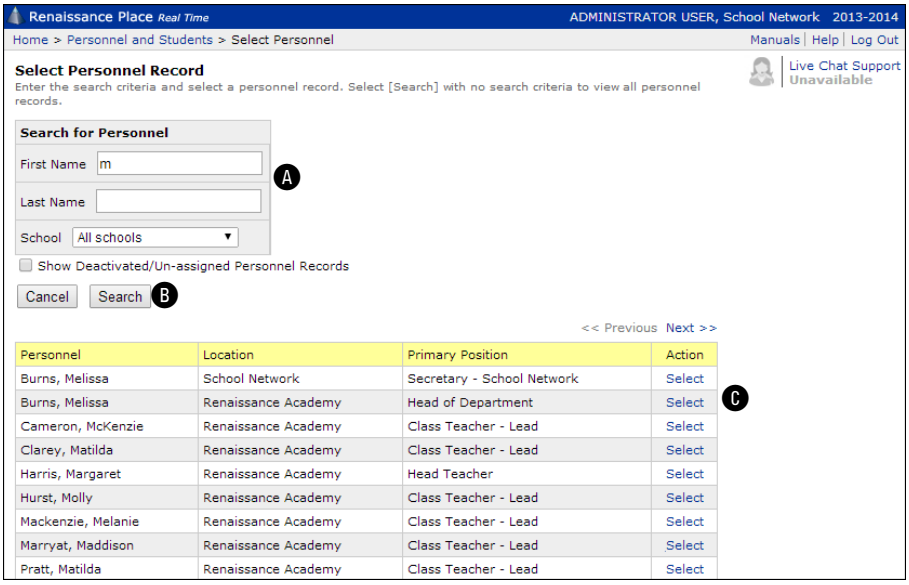
Learn more about capabilities on page 53.

These steps describe how administrators can change one person's capabilities. As you follow these steps, keep these restrictions in mind:

- School administrators can only change capabilities for personnel in their own school.
- You cannot change capabilities for a person whose record is inactive. (When a record is inactive, you will see "Inactive" next to the person's name in any search results.) If you want to change capabilities for an inactive personnel record, you must activate it first (see page 79).

1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (Ⓐ on the next page). If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. (School network administrators can also select a school to search in.)

   Click **Search** Ⓑ.

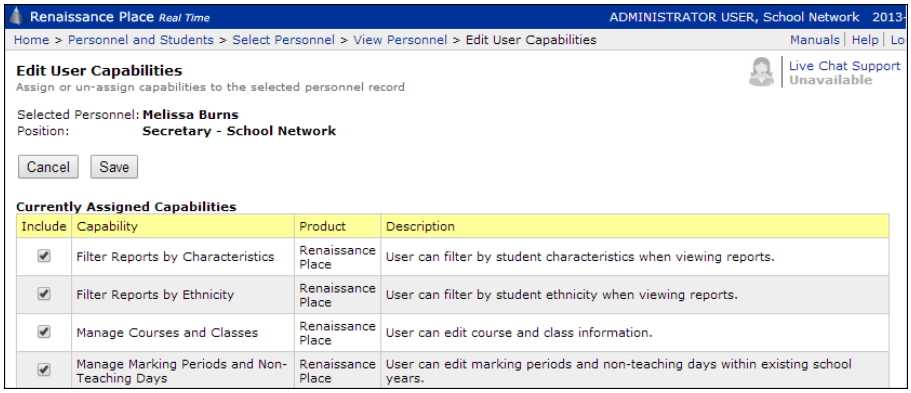

Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel
Manuals | Help | Log Out
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Live Chat Support Unavailable
Search for Personnel
First Name m
Last Name
School All schools
Show Deactivated/Un-assigned Personnel Records
Cancel
Search
Ⓐ
Ⓑ
<< Previous Next >>
Personnel | Location | Primary Position | Action
Burns, Melissa | School Network | Secretary - School Network | Select
Burns, Melissa | Renaissance Academy | Head of Department | Select
Cameron, McKenzie | Renaissance Academy | Class Teacher - Lead | Select
Clarey, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Harris, Margaret | Renaissance Academy | Head Teacher | Select
Hurst, Molly | Renaissance Academy | Class Teacher - Lead | Select
Mackenzie, Melanie | Renaissance Academy | Class Teacher - Lead | Select
Marryat, Maddison | Renaissance Academy | Class Teacher - Lead | Select
Pratt, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Ⓒ

4. Click **Select** Ⓒ after the person's name and information in the search results.
5. Click **Edit Capabilities for Personnel Record** on the View Personnel page.

School administrators or staff with access to more than one school *should use the Change Role option on their Home page to choose their role at the school they want to work with before editing personnel capabilities. For more information, see "Switching Roles from the Home Page" on page 6.*

6. This user has each capability that is ticked in the list on the Edit User Capabilities page. To add another capability, tick the box for that capability.
   To remove a tick for a capability, click in the box. The Product or Application column shows you which product uses each capability.

Capabilities determine which tasks each person can perform in the Renaissance Place software. *Usually, each person in a user group has the same capabilities. Administrators can change the capabilities an entire user group instead of changing them for individual users. For more information about capabilities and user groups, see "Managing Capabilities" on page 53.*


Renaissance Place Real Time
ADMINISTRATOR USER, School Network
Home > Personnel and Students > Select Personnel > View Personnel > Edit User Capabilities
Manuals | Help | Lo
Edit User Capabilities
Assign or un-assign capabilities to the selected personnel record
Live Chat Support
Unavailable
Selected Personnel: Melissa Burns
Position: Secretary - School Network
Cancel
Save
Currently Assigned Capabilities
Include
Capability
Product
Description
Filter Reports by Characteristics
Renaissance Place
User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity
Renaissance Place
User can filter by student ethnicity when viewing reports.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Marking Periods and Non-Teaching Days
Renaissance Place
User can edit marking periods and non-teaching days within existing school years.

7. Click **Save**.
8. Click **Done** after viewing a list of the changes that were made.

Editing Personnel School Assignments

Who Can Do This?

- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

After you add school personnel, you choose the school that each person is assigned to as you add that person's information.

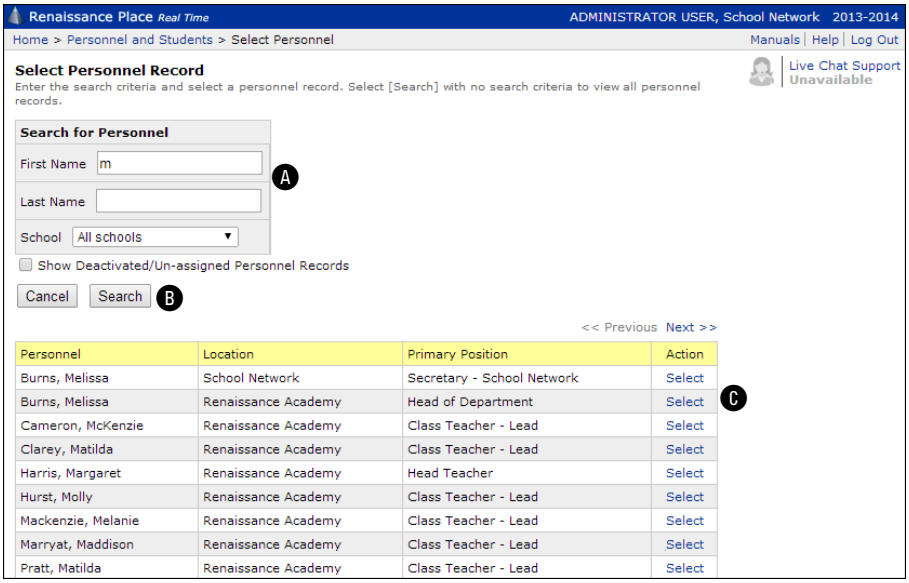
By following these steps, administrators and school network staff can change the schools that a person is assigned to. (School administrators can only unassign personnel from their school.)

You cannot change school assignments for a person whose record is inactive. (When a record is inactive, you will see "Inactive" next to the person's name in any search results.) If you want to change school assignments for an inactive personnel record, you must activate it first (see page 79).

1. If you are a school administrator and you are assigned to more than one school, go to your Home page and use the Change Role option to choose your role at the school that needs personnel assigned. For more information, see "Switching Roles from the Home Page" on page 6.
2. On the Home page, click **Users**.
3. Click **View Personnel**.
4. Enter the person's first and/or last name in the blank fields (Ⓐ on the next page). If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. (School network personnel can also choose a school to search in.)

School administrators and staff cannot search for personnel outside of their school. *If you are a school administrator and you need school assignments changed, contact your RP or school network administrator.*

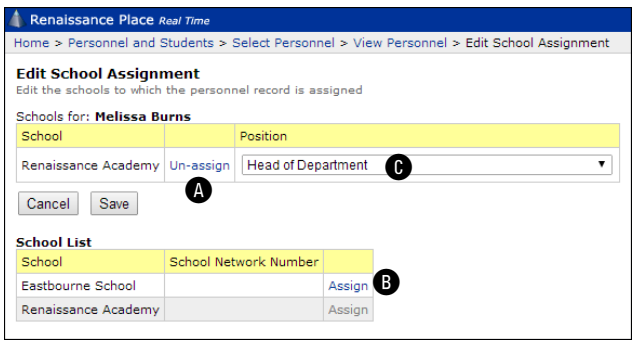
Click **Search** B.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel
Manuals | Help | Log Out
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Live Chat Support Unavailable
Search for Personnel
First Name m
Last Name
School All schools
Show Deactivated/Un-assigned Personnel Records
Cancel
Search
A
B
<< Previous Next >>
Personnel | Location | Primary Position | Action
Burns, Melissa | School Network | Secretary - School Network | Select
Burns, Melissa | Renaissance Academy | Head of Department | Select
Cameron, McKenzie | Renaissance Academy | Class Teacher - Lead | Select
Clarey, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Harris, Margaret | Renaissance Academy | Head Teacher | Select
Hurst, Molly | Renaissance Academy | Class Teacher - Lead | Select
Mackenzie, Melanie | Renaissance Academy | Class Teacher - Lead | Select
Marryat, Maddison | Renaissance Academy | Class Teacher - Lead | Select
Pratt, Matilda | Renaissance Academy | Class Teacher - Lead | Select
C

5. Click **Select** C after the person's name and information in the search results.
6. Now, follow the instructions for your type of user (school network or school) below and on the next page.

School Network Administrators and School Network Staff

1. Click **Edit School Assignments** on the View Personnel page.
2. On the Edit School Assignment page, make your changes as needed:


Renaissance Place Real Time
Home > Personnel and Students > Select Personnel > View Personnel > Edit School Assignment
Edit School Assignment
Edit the schools to which the personnel record is assigned
Schools for: Melissa Burns
School | | Position
Renaissance Academy | Un-assign | Head of Department
A
C
Cancel
Save
School List
School | School Network Number |
Eastbourne School | | Assign
Renaissance Academy | | Assign
B

   - Click **Un-assign** A to remove the person from a school.
   - Click **Assign** B next to a school to assign the person to that school. (Personnel can be assigned to more than one school.) When the school appears in the list at the top of the page, use the drop-down list C to choose the person's position at the school.
   - If you want to keep the person's school assignment the same but change the person's position at the school, choose a different position from the drop-down list C.
3. Click **Save**.

School Administrators

Click one of these links on the View Personnel page. Only one of the two will be available. (You cannot assign personnel to your school because you can only search for personnel assigned to your school.)

- Click **Un-assign from School** to remove the person from your school. (This link is available if the person is currently assigned to your school.) Then, click **OK** to confirm that you want to do this.
- Click **Activate Personnel Record in this School** to assign an inactive or un-assigned person to your school. (If the person was assigned to your school before, click **Reactivate Personnel Record** instead.)

Editing School Network Personnel Assignments

Who Can Do This?

☑ School Network Administrators

☐ School Network Staff

☐ School Administrators

☐ School Staff

☐ Teachers

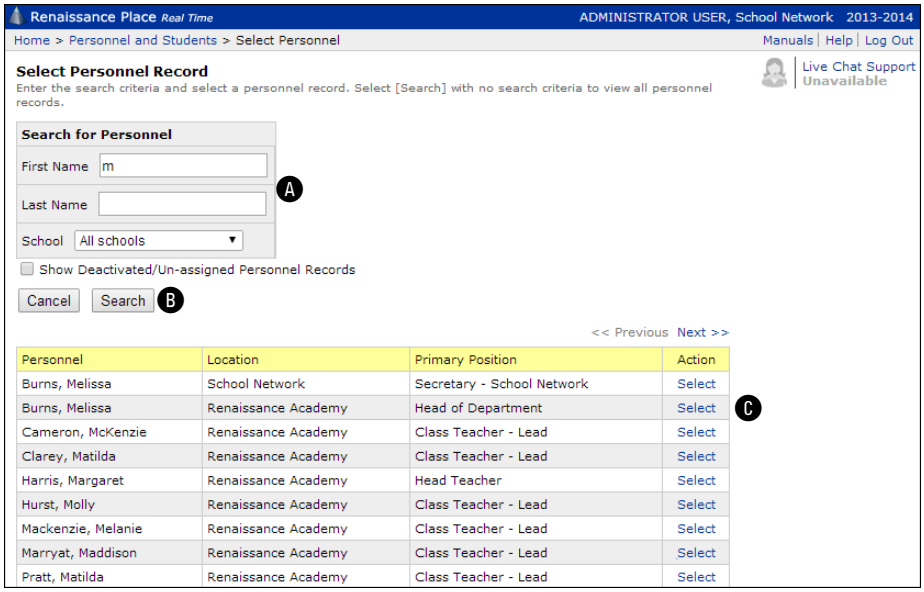
Learn more about capabilities on page 53.

By following the steps below, the program/school network administrator can assign personnel to the school network or remove an assignment to the school network. Assigning a person to the school network does not change any school assignments that person might have.

You cannot assign a person to the school network if that person's record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to assign an inactive person to the school network, you must activate the person's record first (see page 79).

1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (Ⓐ on the next page). If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. You can also select a school to search in.

Click **Search** B.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel
Manuals | Help | Log Out
Live Chat Support Unavailable
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Search for Personnel
First Name m
Last Name
School All schools
Show Deactivated/Un-assigned Personnel Records
Cancel
Search
A
B
<< Previous Next >>
Personnel | Location | Primary Position | Action
Burns, Melissa | School Network | Secretary - School Network | Select
Burns, Melissa | Renaissance Academy | Head of Department | Select
Cameron, McKenzie | Renaissance Academy | Class Teacher - Lead | Select
Clarey, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Harris, Margaret | Renaissance Academy | Head Teacher | Select
Hurst, Molly | Renaissance Academy | Class Teacher - Lead | Select
Mackenzie, Melanie | Renaissance Academy | Class Teacher - Lead | Select
Marryat, Maddison | Renaissance Academy | Class Teacher - Lead | Select
Pratt, Matilda | Renaissance Academy | Class Teacher - Lead | Select
C

4. Click **Select** C after the person's name and information in the search results.
5. If the person is not assigned to the school network, and you would like to do so, click **Assign to School Network**. The person will be assigned as a school network secretary. You can change the person's position at that location by editing the person's information (see page 70).

   If the person is already assigned to the school network, and you would like to un-assign the person, click **Un-assign from School Network**.

Deleting or Deactivating Personnel

Who Can Do This?

- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

By following the steps below, the program/school network administrator, school network staff, or school administrators can delete personnel.

When you delete personnel, you will be able to choose whether you want to deactivate them or permanently delete them from the database.

Keep these restrictions in mind as you delete personnel:

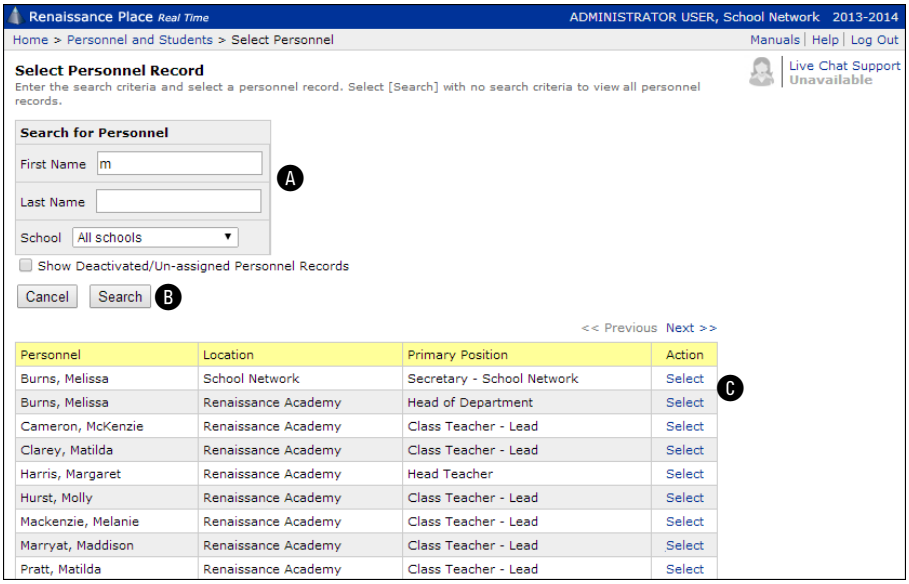
- The program will not allow you to permanently delete personnel with certain records attached to their name (such as an assignment to another school); those personnel will be deactivated instead.
- You cannot permanently delete a person whose record is already inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to permanently delete an inactive personnel record, you must activate it first (see "Reactivating Personnel" on page 79).

1. On the Home page, click **Users**.

School administrators and staff cannot search for personnel outside of their school. *School administrators with access to more than one school should use the Change Role option on their Home page to choose their role at the school they want to work with before deleting personnel.*

2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. (School network personnel can also choose a school to search in.)

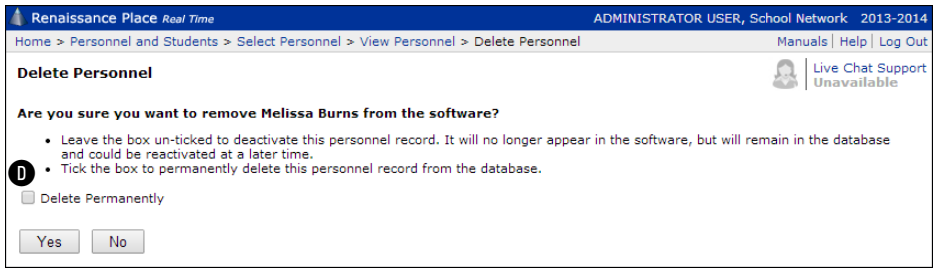
   Click **Search** Ⓑ.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel
Manuals | Help | Log Out
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Live Chat Support Unavailable
Search for Personnel
First Name m
Last Name
School All schools
Show Deactivated/Un-assigned Personnel Records
Cancel
Search
Ⓐ
Ⓑ
<< Previous Next >>
Personnel | Location | Primary Position | Action
Burns, Melissa | School Network | Secretary - School Network | Select
Burns, Melissa | Renaissance Academy | Head of Department | Select
Cameron, McKenzie | Renaissance Academy | Class Teacher - Lead | Select
Clarey, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Harris, Margaret | Renaissance Academy | Head Teacher | Select
Hurst, Molly | Renaissance Academy | Class Teacher - Lead | Select
Mackenzie, Melanie | Renaissance Academy | Class Teacher - Lead | Select
Marryat, Maddison | Renaissance Academy | Class Teacher - Lead | Select
Pratt, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Ⓒ

4. Click **Select** Ⓒ after the person's name and information in the search results.

   Note: If the person is assigned to more than one location, it does not matter which location you select.
5. Click **Delete Personnel Record** on the View Personnel page. The Delete Personnel page asks if you are sure you want to delete the person.
6. If you want to delete the person's record permanently, tick the **Delete Permanently** box Ⓓ. If you do not tick the box, the person's record will become inactive, but it will not be permanently deleted.

If you deactivate a person*, you can restore him or her. See the next section for detailed instructions.*


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel > View Personnel > Delete Personnel
Manuals | Help | Log Out
Delete Personnel
Live Chat Support Unavailable
Are you sure you want to remove Melissa Burns from the software?
• Leave the box un-ticked to deactivate this personnel record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
• Tick the box to permanently delete this personnel record from the database.
Ⓓ
Delete Permanently
Yes
No

7. Click **Yes** to finish deleting or deactivating the personnel record.

Reactivating Personnel

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

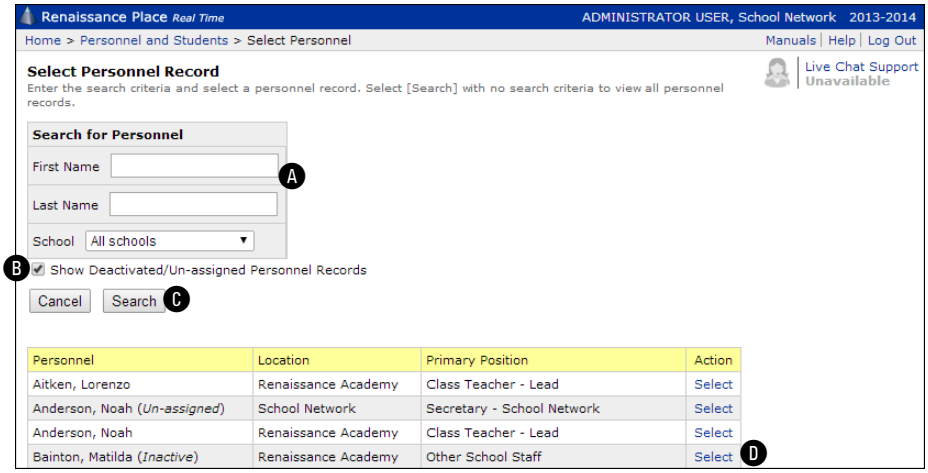
If a personnel record has been deactivated (instead of permanently deleted), you can restore the personnel record.

Follow these steps to restore inactive personnel records:

1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of.

   Make sure you tick the **Show Deactivated/Un-assigned Personnel Records** Ⓑ box. (Note that if you are a school administrator, this will only find deactivated/un-assigned personnel who were previously assigned to your school.)

   Click **Search** Ⓒ.



4. Click **Select** Ⓓ after the person's name and information in the search results. If the person is assigned to more than one location, select the location that you want to reactivate the person's record for.
5. On the View Personnel page, click **Reactivate Personnel** or **Activate Personnel Record in this School**. The link that you see will depend on your role and the person's previous assignment.
6. You may be asked if you want to activate only the person or the person and all his or her records. To continue, click **Only** to activate only the person, or click **All Records** to activate the person and all of his or her records.
7. The program tells you if the person has been successfully activated. Click **Continue**.

Unlocking Personnel Accounts

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

A personnel account can be locked if the person enters the wrong password too many times in a row while attempting to log in. This is a security feature that prevents others from having multiple chances to guess your password and log in under your name.

The program will automatically unlock all accounts at midnight every night; however, if you need to unlock an administrator, staff or teacher account before then, you can do one of two things:

- To unlock more than one personnel account, see "Viewing and Unlocking Multiple Personnel Accounts" below.
- To unlock just one account, see "Unlocking One Personnel Account from the View Personnel Page" on the next page.

School network personnel can unlock any personnel account. If you are a school administrator, you can unlock accounts for personnel in your school; if you have access to more than one school, use the Change Role option on the Home page to choose the school that needs accounts unlocked (see page 6).

Note: For help unlocking the default administrator account (the one given to the Renaissance Place administrator), contact Renaissance Learning.

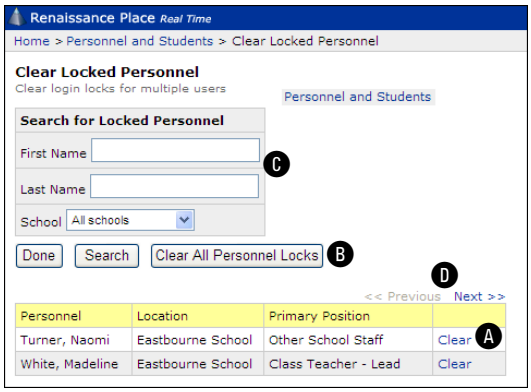
Viewing and Unlocking Multiple Personnel Accounts

You can control the number of times the wrong password can be entered *before the program locks the account. To do this, use the Account Login preference; see page 210 for details.*

Follow these steps to unlock multiple personnel accounts:

1. On the Home page, click **Users**.
2. Click **Clear Locked Personnel** on the Personnel and Students page. The Clear Locked Personnel page will list all personnel whose accounts are locked.
3. To clear locks for individuals, click **Clear** in the row for each person Ⓐ.

   To clear locks for all personnel at once, click **Clear All Personnel Locks** Ⓑ.



   To search for a specific personnel record, enter all or part of the first and/or last name Ⓒ. (School network personnel can choose a school to search in from the **School** drop-down list.) Then, click **Search**.

***If the person is listed at more than one location**, clearing the lock will unlock all the locations.*

If the list is long, it will be split into more than one page. Click **Next >>** to go to the next page or **<< Previous** to go back Ⓓ.

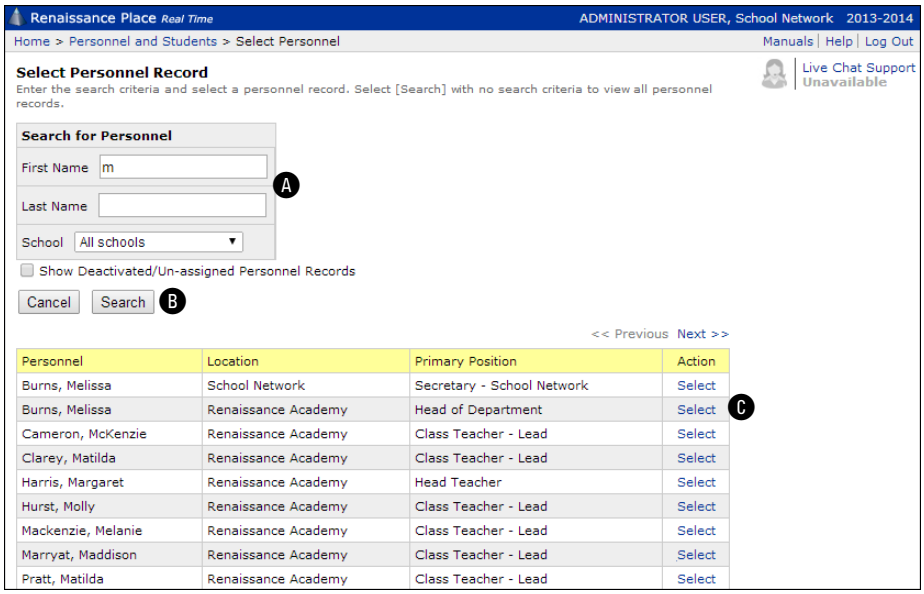
4. Click **Done** when you have finished clearing locks.

Unlocking One Personnel Account from the View Personnel Page

Follow these steps to unlock an account for one person:

1. On the Home page, click **Users**.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you are not sure of the spelling, you can just enter one name or the first few letters of the name you are unsure of. School network administrators and staff can choose a school to search in from the **School** drop-down list.

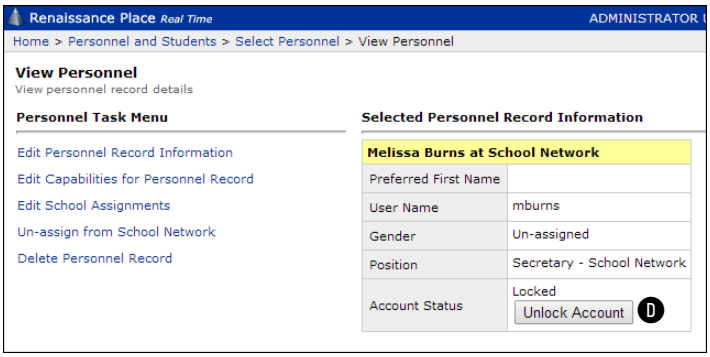
   Click **Search** Ⓑ.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2013-2014
Home > Personnel and Students > Select Personnel
Manuals | Help | Log Out
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Live Chat Support Unavailable
Search for Personnel
First Name m
Last Name
School All schools
Show Deactivated/Un-assigned Personnel Records
Cancel
Search
A
B
<< Previous Next >>
Personnel | Location | Primary Position | Action
Burns, Melissa | School Network | Secretary - School Network | Select
Burns, Melissa | Renaissance Academy | Head of Department | Select
Cameron, McKenzie | Renaissance Academy | Class Teacher - Lead | Select
Clarey, Matilda | Renaissance Academy | Class Teacher - Lead | Select
Harris, Margaret | Renaissance Academy | Head Teacher | Select
Hurst, Molly | Renaissance Academy | Class Teacher - Lead | Select
Mackenzie, Melanie | Renaissance Academy | Class Teacher - Lead | Select
Marryat, Maddison | Renaissance Academy | Class Teacher - Lead | Select
Pratt, Matilda | Renaissance Academy | Class Teacher - Lead | Select
C

4. Click **Select** Ⓒ after the person's name and information in the search results.

   Note: If the person is assigned to more than one location, it does not matter which location you select.

5. Click **Unlock Account** Ⓓ on the right side of the View Personnel page to unlock the person's account. The Account Status will change to OK.



Managing Students

The following sections describe how to view, add, edit or delete student information, import and export student information, enrol students in schools, edit student characteristics, manage the list of available characteristics, choose the classes each student should be enrolled in, promote students and clear locked student accounts.

Searching for Students and Viewing Their Information

Who Can Do This?

☑ School Network Administrators

☑ School Network Staff

☑ School Administrators

☑ School Staff

☑ Teachers

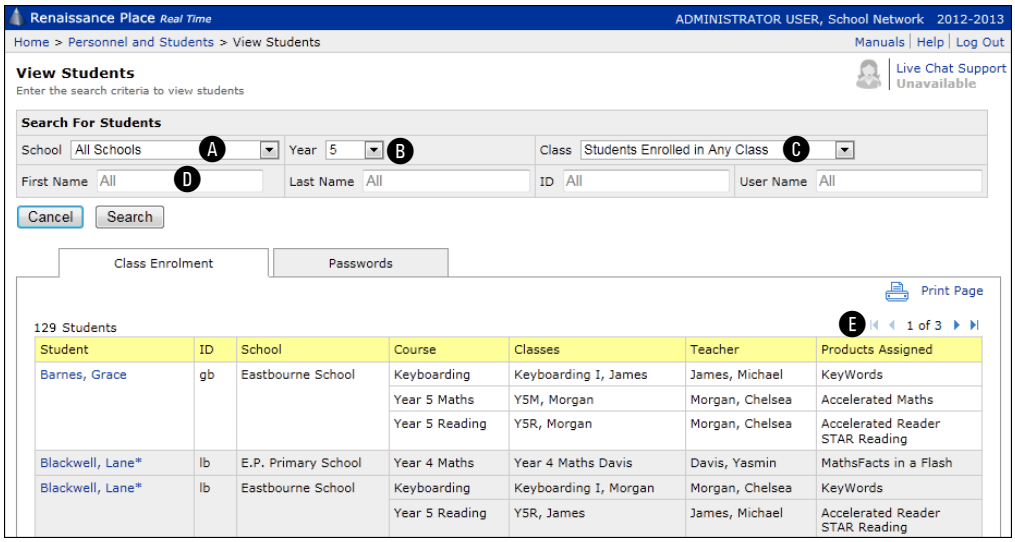
Learn more about capabilities on page 53.

Follow these steps to view student information. Keep these restrictions in mind:

- Teachers can only view information for students in their own classes.
- School personnel cannot search for students outside of their school. If you are a school administrator and you need tasks performed for students in another school, contact your Renaissance Place administrator.

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.

3. Use the View Students page to search for the student whose information you want to view. Then, click **Search** to see the search results.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Unavailable
Search For Students
School All Schools A
Year 5 B
Class Students Enrolled in Any Class C
First Name All D
Last Name All
ID All
User Name All
Cancel
Search
Class Enrolment
Passwords
Print Page
129 Students
E 1 of 3
Student | ID | School | Course | Classes | Teacher | Products Assigned
Barnes, Grace | gb | Eastbourne School | Keyboarding | Keyboarding I, James | James, Michael | KeyWords
Year 5 Maths | Y5M, Morgan | Morgan, Chelsea | Accelerated Maths
Year 5 Reading | Y5R, Morgan | Morgan, Chelsea | Accelerated Reader STAR Reading
Blackwell, Lane* | lb | E.P. Primary School | Year 4 Maths | Year 4 Maths Davis | Davis, Yasmin | MathsFacts in a Flash
Blackwell, Lane* | lb | Eastbourne School | Keyboarding | Keyboarding I, Morgan | Morgan, Chelsea | KeyWords
Year 5 Reading | Y5R, James | James, Michael | Accelerated Reader STAR Reading

Ⓐ Choose a school, all schools or students who are not enrolled in a school. ***If you are looking for a student who seems to already be in the software but who is not found when you search in your school, try searching for students who are not enrolled in a school.***

Ⓑ Choose a year, or choose **All** to search all years.

Ⓒ For students enrolled in schools, you can choose a class, or you can choose to search for students enrolled in any class, those not enrolled in a class or all students.

Ⓓ You can enter all or part of a student's first and last name, ID and user name. The program will search the current school first, then other schools. If you want to find all students who meet the other criteria, leave these fields blank.

Ⓔ If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back. You can also click ▶| to go to the last page of results, or |◀ to go back to the first page.

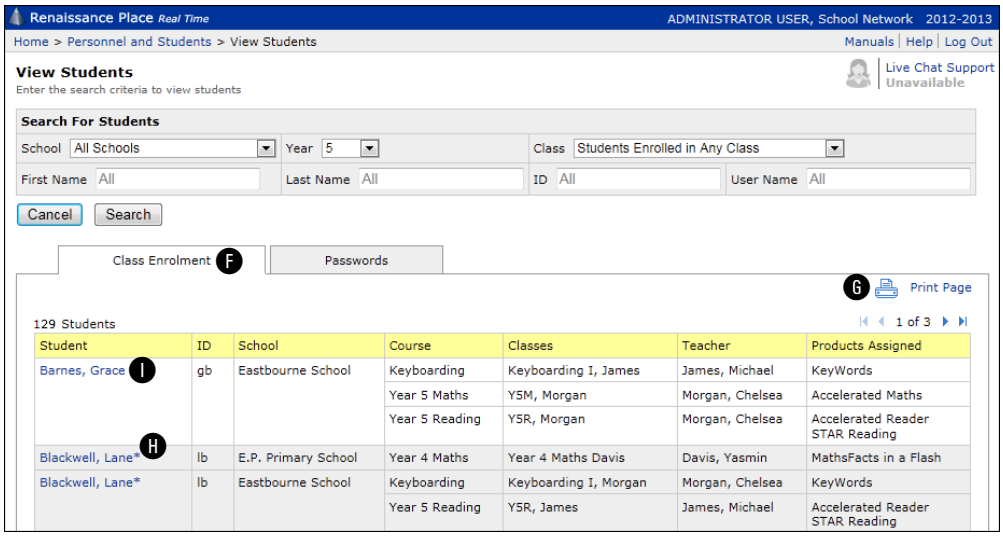
4. What you see in the search results depends on whether the software found any matches and whether you searched for enrolled or unenrolled students:

Search Results for Students Enrolled in a School

The results will show the students' class enrolment or user names and passwords. Click the tab that you want to see Ⓕ. Things to note:

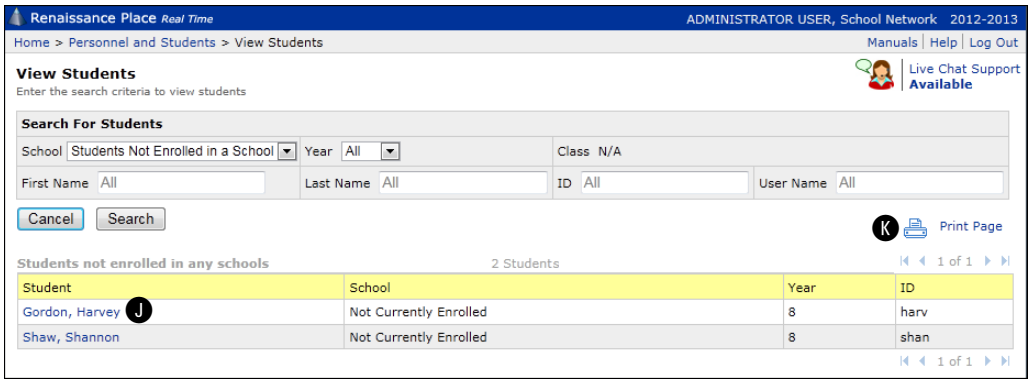
- If you want to print the information on a tab, click **Print Page** on the right Ⓖ; if you have more than 50 results, note that only the ones you are viewing now will be printed. (On the Passwords tab, you can also view a PDF and choose how to group and sort the list; see page 86.)
- Students who are in more than one school are listed once for each of their schools and are marked with an asterisk (*) Ⓗ.

- If you have the capabilities required to change student information, you can click student names Ⓘ to change their information. The names are not links if you do not have those capabilities.
- The Class Enrolment tab includes the course and class names, all assigned teachers for each class and the products that the class can use. For more information about the Passwords tab, see page 86.



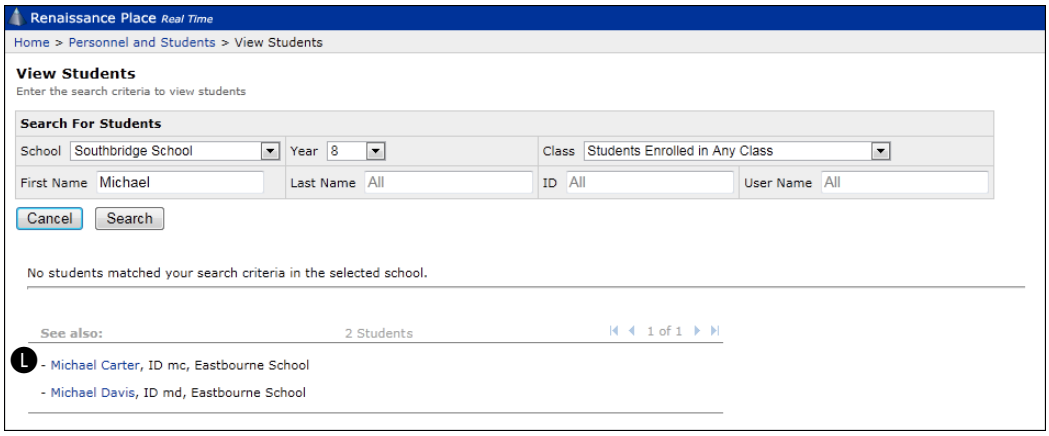
Search Results for Unenrolled Students (No School or No Class)

You can click the student names Ⓙ to enrol the students. (The names are only links if you have the capabilities required to edit the information.) If you want to print the information on a tab, click **Print Page** on the right Ⓚ; if you have many results, note that only the ones you are viewing now will be printed.



Searches with Matching Results in Other Schools

If no matching students were found in the school you selected, but possible matches are in other schools, those results will be shown. If you have the capabilities required to change student information, you can click the student names (L) to view and change their information.



Adding New Students

To add more students to Renaissance Place, see page 20.

Importing Student Information into the Database

See “Managing Data Imports” on page 179 for instructions on how to import student information into the database.

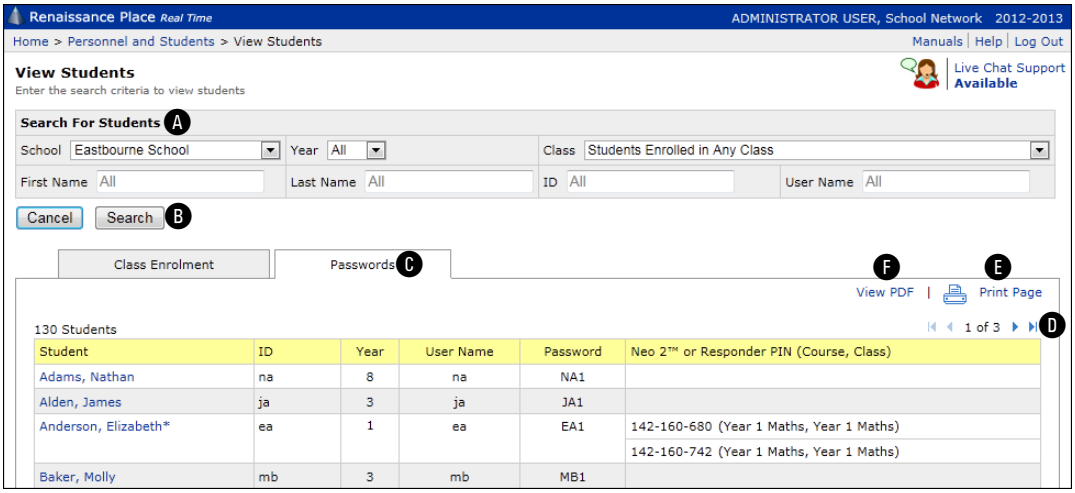
Getting Students’ User Names and Passwords

If you are a school administrator and you have access to more than one school, *choose the Change Role option from your Home page to choose your School User role at the school you want to work with (see page 6). You can only view information for students in the school you select.*

Follow these steps to get a list of your students’ user names and passwords.

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. Use the search fields to choose which students to search for (A on the next page). For detailed search instructions, see page 83.

4. Click **Search** B.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Available
Search For Students A
School Eastbourne School
Year All
Class Students Enrolled in Any Class
First Name All
Last Name All
ID All
User Name All
Cancel
Search B
Class Enrolment
Passwords C
F View PDF | E Print Page
130 Students
1 of 3 D
Student | ID | Year | User Name | Password | Neo 2™ or Responder PIN (Course, Class)
Adams, Nathan | na | 8 | na | NA1 |
Alden, James | ja | 3 | ja | JA1 |
Anderson, Elizabeth* | ea | 1 | ea | EA1 | 142-160-680 (Year 1 Maths, Year 1 Maths)
142-160-742 (Year 1 Maths, Year 1 Maths)
Baker, Molly | mb | 3 | mb | MB1 |

***The NEO 2 or Responder PIN** is for students who are using MathsFacts in a Flash to do offline practice on Responders or NEO 2s and who want to send their results to Renaissance Place.*

5. If results are found, click the **Passwords** C tab. This tab lists each student's ID, year, user name, password and NEO 2 or Responder PIN. (To see birth dates, click **View PDF** as described below.)

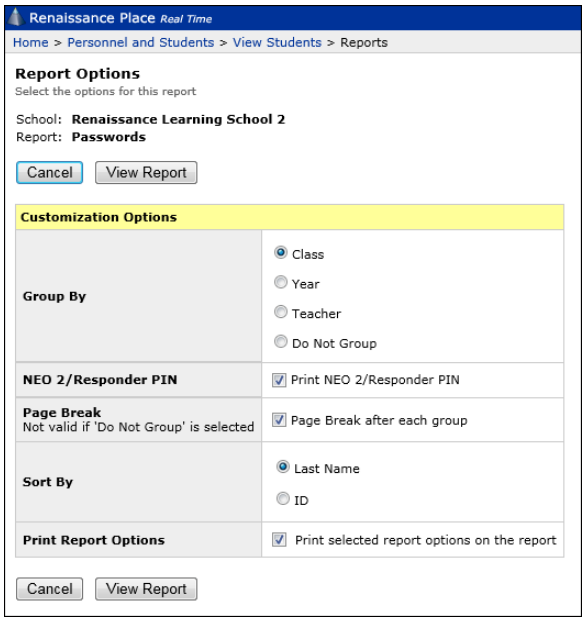
   If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back D. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

   You can print the page of results that you are viewing by clicking **Print Page** E. (If you have more than 50 results, only the page of results that you are viewing will print.)

   If you want to print all results and choose grouping and sorting options, click **View PDF** instead F. Then, follow the steps on the next page.

***For security and data integrity reasons,** we do not recommend printing out user names and passwords.*

   a. Choose the options you prefer and click **View Report**.



b. When the list opens, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom center of the document or press **F8**.

Merging Student Records

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

At times, especially after you have imported students into your database (see "Managing Data Imports" on page 179), you may find that you have duplicate student records. You can use the student merge feature to merge the two records or delete one of them after verifying that they are truly duplicates.

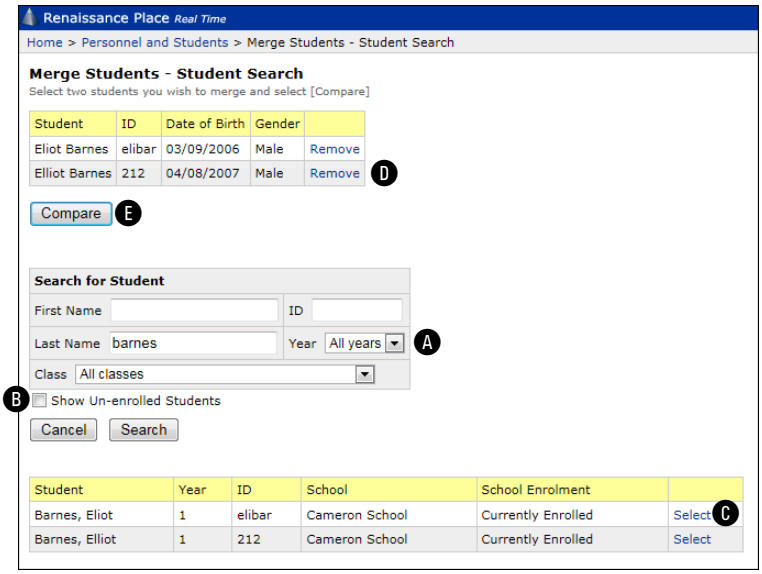
Follow these steps to compare and merge duplicate student records:

1. On the Home page, click **Users**.
2. Click **Merge Student Records** (under Related Student Tasks) on the Personnel and Students page.

   Note: If there are already merge candidates (resulting from an RP or RDT import), the Merge Students—Merge Candidates page will open when you click **Merge Student Records**; skip ahead to step 5.

School personnel cannot search for students outside of their school. *If you are a school administrator and you need records merged with those in another school, contact your Renaissance Place administrator.*

3. Use the Merge Students—Student Search page to search for the duplicate student records you want to compare and merge. Then, click **Search.**



A You can enter all or part of a student's first and last name and ID, and you can select the year. School personnel and teachers can also select the class name. (You may not need to enter all information.)

B Tick the **Show Un-enrolled Students** box if you want to include students who do not have an assigned school in the search results. Un-enrolled students may have no school assignments, or they may have been deleted, but not permanently. (If you are a school administrator or school staff member, ticking

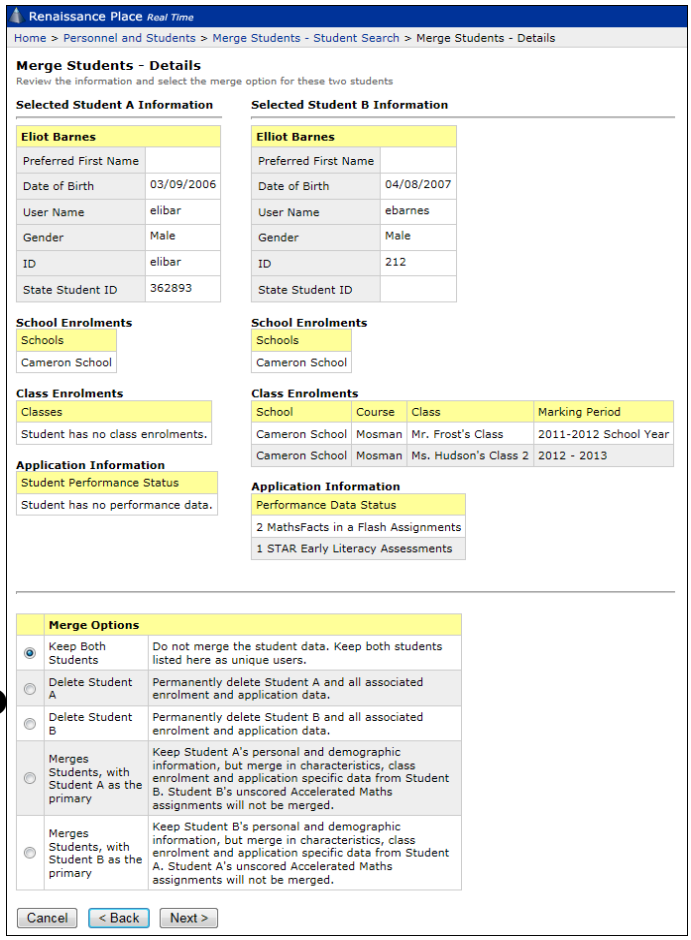
4. In the search results, click **Select** C for each of the records to add them to the list at the top of the page.

   If you accidentally select a record, you can click **Remove** to remove it from this list D.

5. The next step depends on which page you are on:
   - If you are on the Merge Students—Merge Candidates page, click **Compare** at the end of a row to compare the students in the row.
   - If you are on the Merge Students—Student Search page, click **Compare** E.

6. Review the information in the two records on the Merge Students—Details page. Then, click one of the options (Ⓕ on the next page):
   - **Keep Both Students.** Click this option if the records are actually separate students with the same name.
   - **Delete Student A.** Click this option if the first student you chose (student A) is a duplicate of the second student (student B), and all the information you want to keep for the student is already included in student B's record.
   - **Delete Student B.** Click this option if the second student you chose (student B) is a duplicate of the first student (student A) and all the information you want to keep for the student is already included in student A's record.
   - **Merges Students, with Student A as the primary.** Choose this option to merge the two records, keeping the personal and demographic information from the student A record. The program merges the characteristics, class enrolment and any data specific to a particular program (such as Accelerated Reader quiz scores) from student B's record into student A's record.
   - **Merges Students, with Student B as the primary.** Choose this option to merge the two records, keeping the personal and demographic information from the student B record. The program merges characteristics, class enrolment and any data specific to a particular program (such as Accelerated Reader quiz scores) from student A's record into student B's record.

You can only merge the records of duplicate students who are currently enrolled in a school. *See page 92 for information on enrolling students.*


Renaissance Place Real Time
Home > Personnel and Students > Merge Students - Student Search > Merge Students - Details
Merge Students - Details
Review the information and select the merge option for these two students
Selected Student A Information
Eliot Barnes
Preferred First Name
Date of Birth 03/09/2006
User Name elibar
Gender Male
ID elibar
State Student ID 362893
School Enrolments
Schools
Cameron School
Class Enrolments
Classes
Student has no class enrolments.
Application Information
Student Performance Status
Student has no performance data.
Selected Student B Information
Elliot Barnes
Preferred First Name
Date of Birth 04/08/2007
User Name ebarnes
Gender Male
ID 212
State Student ID
School Enrolments
Schools
Cameron School
Class Enrolments
School Course Class Marking Period
Cameron School Mosman Mr. Frost's Class 2011-2012 School Year
Cameron School Mosman Ms. Hudson's Class 2 2012 - 2013
Application Information
Performance Data Status
2 MathsFacts in a Flash Assignments
1 STAR Early Literacy Assessments
Merge Options
Keep Both Students
Do not merge the student data. Keep both students listed here as unique users.
Delete Student A
Permanently delete Student A and all associated enrolment and application data.
Delete Student B
Permanently delete Student B and all associated enrolment and application data.
Merges Students, with Student A as the primary
Keep Student A's personal and demographic information, but merge in characteristics, class enrolment and application specific data from Student B. Student B's unscored Accelerated Maths assignments will not be merged.
Merges Students, with Student B as the primary
Keep Student B's personal and demographic information, but merge in characteristics, class enrolment and application specific data from Student A. Student A's unscored Accelerated Maths assignments will not be merged.
Cancel
< Back
Next >
F

7. Click **Next >** after selecting the option.
8. Review the information on the confirmation page; then, do one of the following:
   - If you chose to merge students, click **Merge** to continue. The next page will confirm that the records have been merged. Click **Done** if you have finished merging student records. If you want to merge other records, click **Merge Again**.
   - If you chose to delete one of the students, click **Delete** to continue. The next page will confirm that the chosen record has been deleted. Click **Done** if you have finished merging student records. If you want to merge other records, click **Merge Again**.
   - If you chose to keep both records, click **Keep Both** to continue. If there are more merge candidates, you will be taken to the Merge Students—Merge Candidates page. If there are no more merge candidates, you will be taken to the Merge Students—Student Search page.

Editing Students' School Enrolment

The steps that you need to follow to change students' school enrolment depend on the number of students involved.

School Enrolment: Single Student

Who Can Do This?

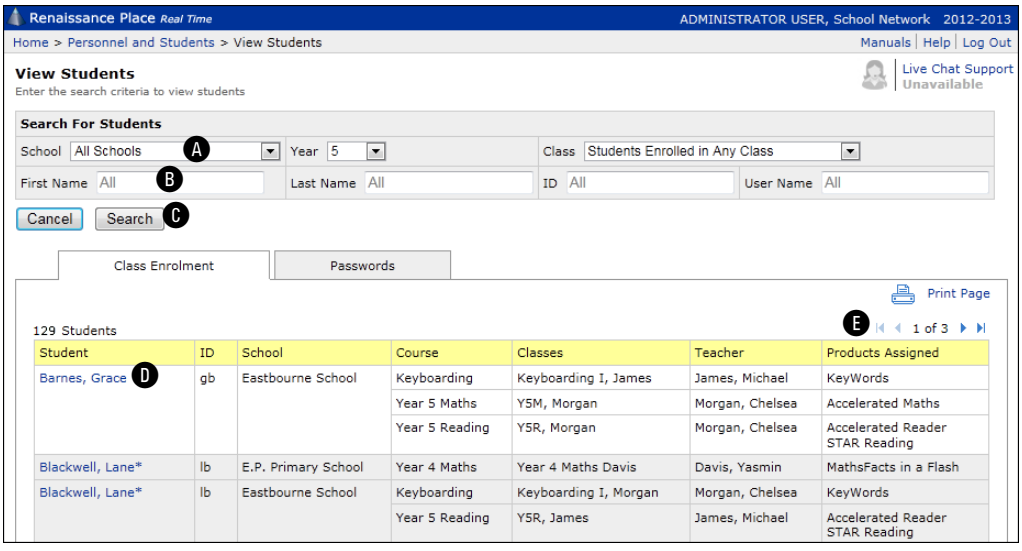
- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

Note: If you are a school administrator and you have access to more than one school, choose the Change Role option from your Home page to choose your School User role at the school you want to work with. You can only un-enrol students in the school you select. For more information, see "Switching Roles from the Home Page" on page 6

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. Find the student who needs changes to his or her school enrolment:
   a. If you want to find students who are not enrolled in a school now, choose **Students Not Enrolled in a School** (Ⓐ on the next page) from the **School** drop-down list. Un-enrolled students may have no school assignments, or they may have been deleted, but not permanently.

      If the student who needs a change is already in a school, you can choose All Schools or that student's current school instead.
   b. Enter and/or select the student's information in the fields at the top of the page Ⓑ. You do not need to enter all of the information, and if you search by name, you can enter all or part of the name.
   c. Click **Search** Ⓒ.

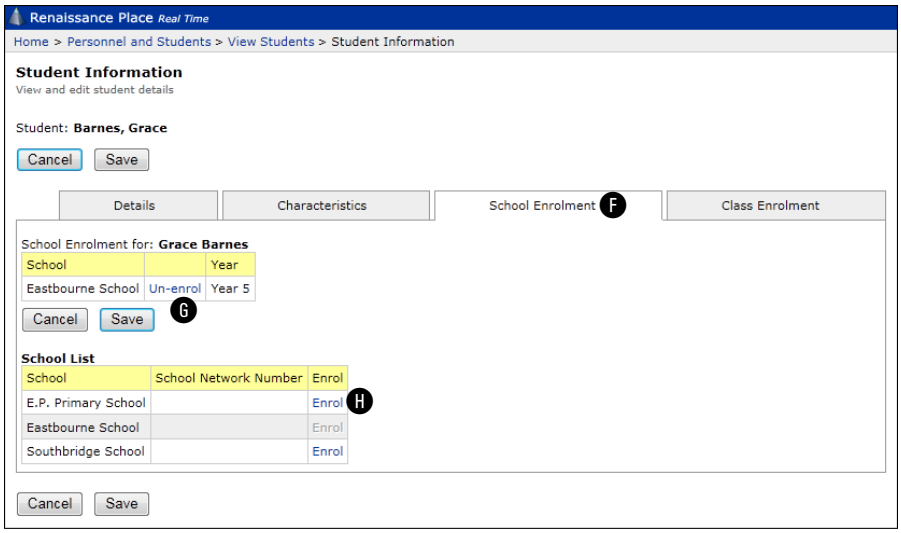

Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Unavailable
Search For Students
School All Schools A
Year 5
Class Students Enrolled in Any Class
First Name All B
Last Name All
ID All
User Name All
Cancel
Search C
Class Enrolment
Passwords
Print Page
129 Students
E 1 of 3
Student ID School Course Classes Teacher Products Assigned
Barnes, Grace D gb Eastbourne School Keyboarding Keyboarding I, James James, Michael KeyWords
Year 5 Maths Y5M, Morgan Morgan, Chelsea Accelerated Maths
Year 5 Reading Y5R, Morgan Morgan, Chelsea Accelerated Reader STAR Reading
Blackwell, Lane* lb E.P. Primary School Year 4 Maths Year 4 Maths Davis Davis, Yasmin MathsFacts in a Flash
Blackwell, Lane* lb Eastbourne School Keyboarding Keyboarding I, Morgan Morgan, Chelsea KeyWords
Year 5 Reading Y5R, James James, Michael Accelerated Reader STAR Reading

4. Click the name of the student Ⓓ whose school enrolment needs changes. If the student is already enrolled in more than one school, the student will be listed more than once; it does not matter which location you select.

If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back Ⓔ. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

5. If you searched for a student who is not enrolled, you will go to the **School Enrolment** tab on the Student Information page.

   If you searched for a student who is already enrolled in a school, you will go to the Details tab on the Student Information page. Click the **School Enrolment** tab Ⓕ.



6. The student's current school will be listed on the School Enrolment tab.
   - If you want to remove the student from a school, click **Un-enrol** Ⓖ for that school. (The student remains in the database even if he or she is not enrolled in a school.)
   - If you want to enrol this student in another school, click **Enrol** Ⓗ at the end of the row for that school. The school will be added to the list at the top of the page.
7. Click **Save.**

If you want to enrol more than one student in the same school, *see "Editing Multiple Students" on page 102.*

School Enrolment: Multiple Students

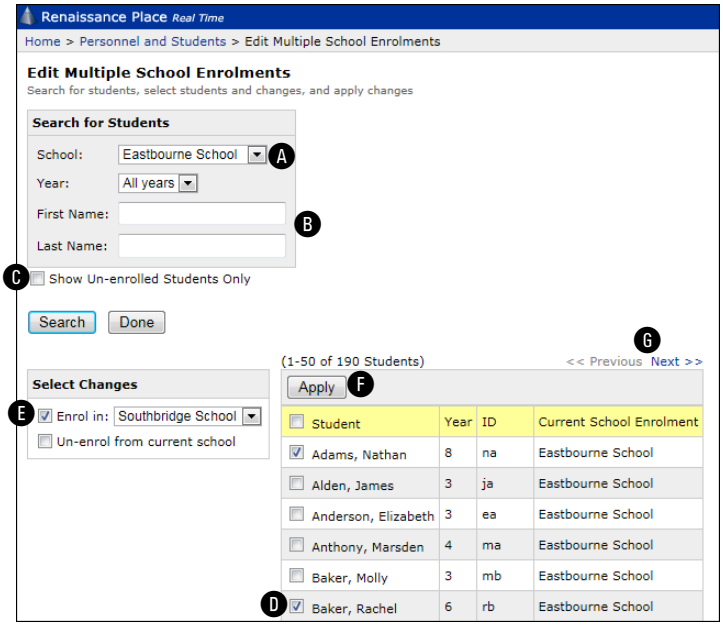
Who Can Do This?

- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

1. On the Home page, click **Users**.
2. Click **Edit Multiple School Enrolments** on the Personnel and Students page.
3. Search for the students whose enrolment you want to change:
   a. School network personnel can choose a school to search in or all schools Ⓐ. If you are a school administrator, your school (or the one you chose at the Home page) is selected.
   b. You can then select the students' year and enter the first name and/or last name Ⓑ. You may not need to enter all information to find the students.
   c. Tick the **Show Un-Enrolled Students Only** box Ⓒ if you want to search only for students who are not already enrolled in a school.

      Note that the selected school affects which un-enrolled students you see. If a specific school is selected when you tick the box, or if you are a school administrator, only un-enrolled students who were previously enrolled in that school will be found. If **All Schools** is selected in the School drop-down list, all un-enrolled students will be found when the Show Un-Enrolled Students Only box is ticked.
   d. Click **Search**. The search results will appear below and to the right.



4. Tick the box next to each student whose school enrolment you want to change Ⓓ. (Do **not** click Next >> or << Previous yet.)

If you are a school administrator and you have access to more than one school, *choose the Change Role option from your Home page to choose your School User role at the school you want to work with (see page 6). You can only un-enrol students in the school you select.*

When you click Next >> or << Previous, *the students you selected in the previous group of search results will no longer be selected, and any changes you make to enrolment after that will not be applied to those students.*

5. If you are a school network administrator or school network staff member, tick the box next to each action that you want to perform Ⓔ—you can enrol students in a different school and/or un-enrol them from the school they are in now. If you choose to enrol the students in a different school, use the drop-down list to choose the school.

   If you are a school administrator, you will either have a tick box for enrolling the students in your school or un-enrolling them from your school. Tick the box.
6. Click **Apply** to finish the change Ⓕ.
7. If the list of search results is long, it may be split into more than one page. To change enrolment for students in the next group, click **Next >>** to see the next part of the list Ⓖ. Then, repeat steps 4–6 for this group of students.

   Do this for each page of search results.
8. Click **Done** to close the page.

Editing Students' Information

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

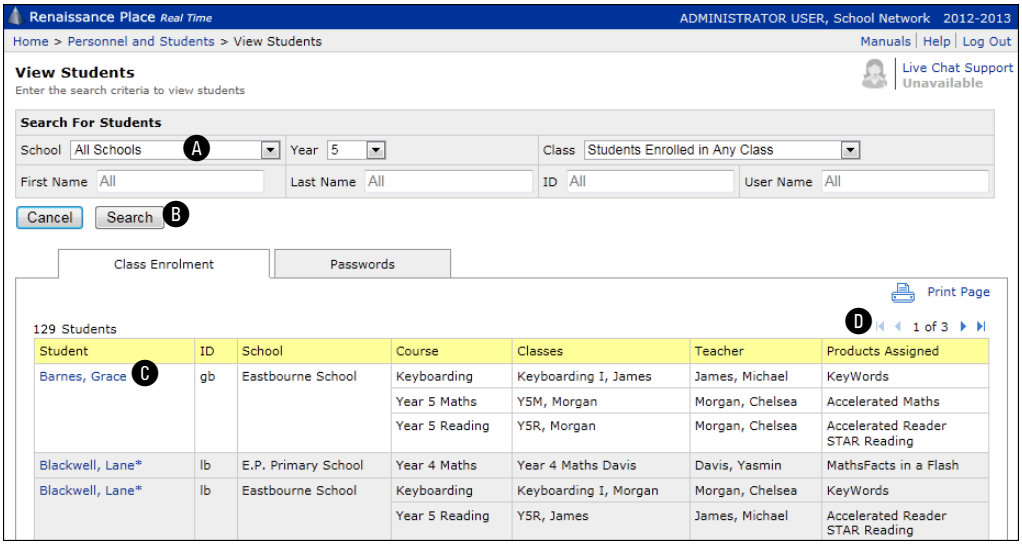
Learn more about capabilities on page 53.

Follow the steps in this section to edit a student's personal information. (To change the student's characteristics, see page 98.) Keep these restrictions in mind:

- You cannot edit information for a student who is not currently enrolled in a school. If you want to change information for an un-enrolled student, you must enrol the student in a school first (see page 92).
- School personnel cannot search for students outside of their school. If you are a school administrator, you can only edit information for students in your school (or the school you selected using the Change Role option on the Home page if it is available; see page 6).

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. To find the student who needs changes to his or her information, enter and/or select the student's information in the fields at the top of the page (Ⓐ on the next page). You do not need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 83.

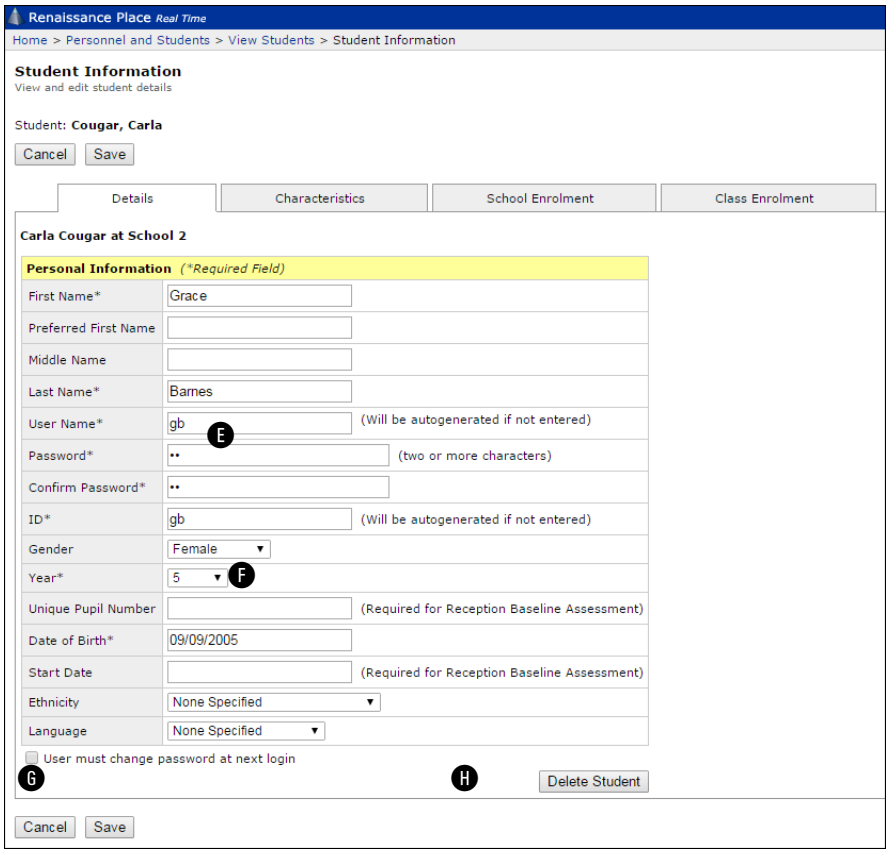
4. Click **Search** B.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Unavailable
Search For Students
School All Schools A
Year 5
Class Students Enrolled in Any Class
First Name All
Last Name All
ID All
User Name All
Cancel
Search B
Class Enrolment
Passwords
Print Page
129 Students
D 1 of 3
Student ID School Course Classes Teacher Products Assigned
Barnes, Grace C gb Eastbourne School Keyboarding Keyboarding I, James James, Michael KeyWords
Year 5 Maths Y5M, Morgan Morgan, Chelsea Accelerated Maths
Year 5 Reading Y5R, Morgan Morgan, Chelsea Accelerated Reader STAR Reading
Blackwell, Lane* lb E.P. Primary School Year 4 Maths Year 4 Maths Davis Davis, Yasmin MathsFacts in a Flash
Blackwell, Lane* lb Eastbourne School Keyboarding Keyboarding I, Morgan Morgan, Chelsea KeyWords
Year 5 Reading Y5R, James James, Michael Accelerated Reader STAR Reading

5. Click the name of the student C whose information needs changes.

   If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back D. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

6. You will go to the Details tab on the Student Information page. Change the student's information as needed.



E The user name and password are used to log in. They cannot be the same. If you do not enter a user name, the program will generate one. Give each student his or her new user name and password if you change them.

F If you change the student's year, the previous and next years will also be changed.

G If you tick the **User must change password at next login** box, this student will be required to change his or her password when logging in next time (see page 32).

H You can also choose to delete the student; see page 114.

7. When you have finished, click **Save** to save your changes, or click another tab to make changes to the student's characteristics, class enrolment or school enrolment before saving. (If you do not want to save your changes, click **Cancel** instead.)

You cannot change the school the student is enrolled in from the Edit Student page. *See page 92 to enrol students in or un-enrol them from schools.*

If you change the student's name, and the student's name now matches the name of another student in the database*, you will be notified. If you are a school network administrator or staff member, you will have the chance to:*

- *Keep the name change, thus creating another student record with this name (by clicking **Add Student**).*
- *Add the student who is already in the database to another school (by clicking **Add** for that school).*
- *Activate a previously deleted matching student record (by clicking **Activate**).*
- *Cancel without saving your changes for the student.*

Editing the Characteristics Assigned to One Student

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Characteristics allow you to include students in groups that you want to focus on in reports, such as gifted/talented students or students with special needs.

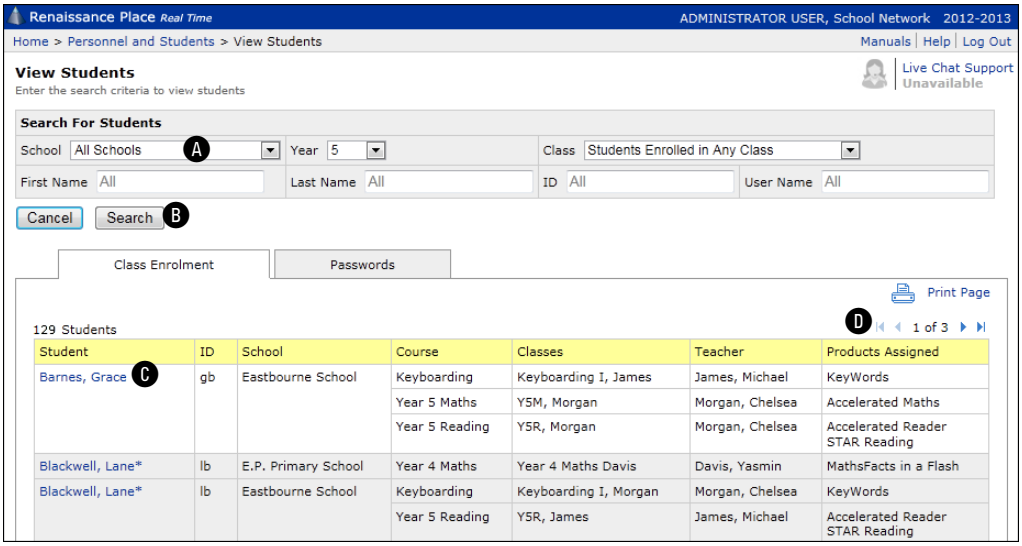
Follow these steps to change the characteristics (if any) assigned to a specific student. You can edit characteristics ***only*** for students who are enrolled in a school (see page 92). School administrators can only change characteristics for students enrolled in their own school.

If you want to assign other characteristics that you do not see in the list, see "Adding Student Characteristics" on page 99. If you want to assign characteristics for a group of students instead of just one, see "Editing Multiple Students" on page 102.

To change the student's personal information instead (the student's name, for example), see page 95.

School personnel cannot search for students outside of their school. *If you are a school administrator, you can only assign characteristics to students in your school. If you are assigned to more than one school, choose the Change Role option from the Home page before following these steps (see page 6).*

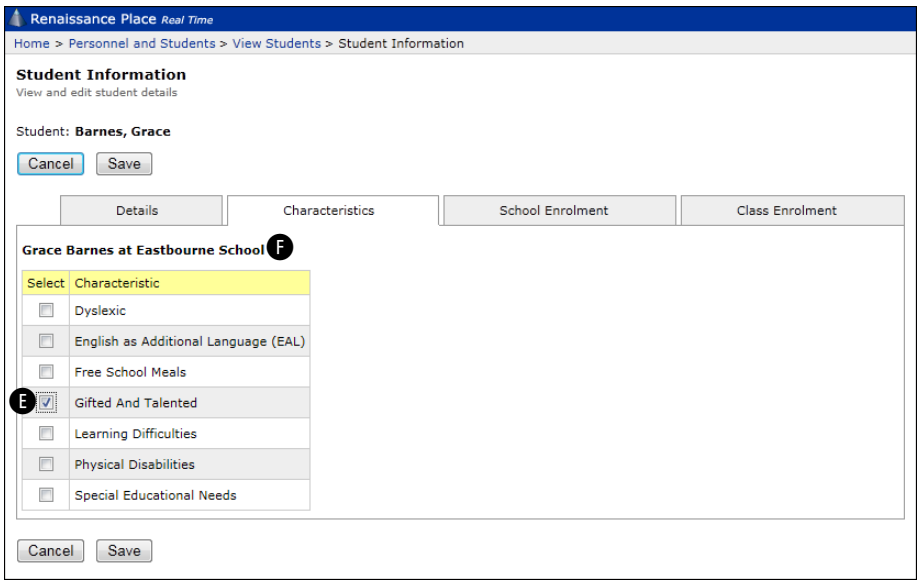
1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. To find the student who needs changes to his or her characteristics, enter and/or select the student's information in the fields at the top of the page Ⓐ. You do not need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 83.
4. Click **Search** Ⓑ.



5. Click the name of the student Ⓒ whose information needs changes. If a student is assigned to more than one school, the student will be listed once for each school and will be marked with an asterisk (*); *be sure to choose the student at the location where you want to assign characteristics*. Characteristics are assigned for specific schools.

If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back Ⓓ. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

6. You will go to the Details tab on the Student Information page. Click the **Characteristics** tab.
7. Tick the box by each characteristic you want to assign to this student Ⓔ. The characteristics apply only at the school that is listed Ⓕ.



8. When you have finished, click **Save** to save your changes, or click another tab to make changes to the student's information, class enrolment or school enrolment before saving. (If you do not want to save your changes, click **Cancel** instead.)

Managing the Characteristics Available in a School

Adding Student Characteristics

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

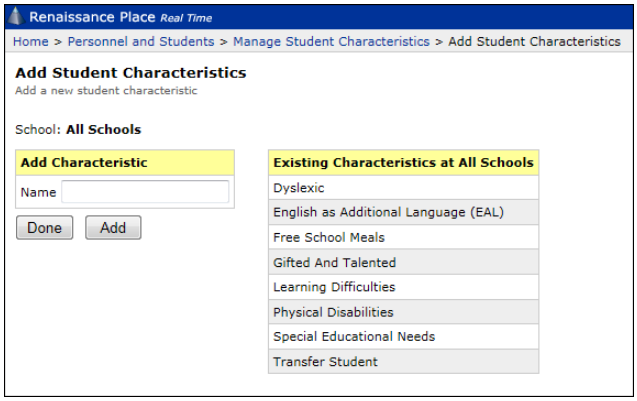
Learn more about capabilities on page 53.

As you assign characteristics to students, you may find that some characteristics you would like to assign are not in the list. Follow the steps below to add characteristics for one or more schools.

Characteristics can be helpful when you are creating reporting parameter groups to use when generating reports. For more information about reporting parameter groups, see page 147.

1. On the Home page, click **Users**.
2. Click **Set-Up Characteristics** on the Personnel and Students page.

3. If you see a **School** drop-down list on the Manage Student Characteristics page, use it to choose the school you want to add the characteristic to, or choose **All Schools** to add the characteristic to all the schools in the school network.
4. Click **Add Characteristic**.
5. Enter the name of your new characteristic and click **Add**. The new characteristic will be added to the list on the right. To add more characteristics, repeat this step.



6. Click **Done** when you have finished adding characteristics.

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page and choose your School User role at the school you want to work with before you add characteristics (see page 6). The characteristics you add will be for the school you select.*

Editing Student Characteristics

Who Can Do This?

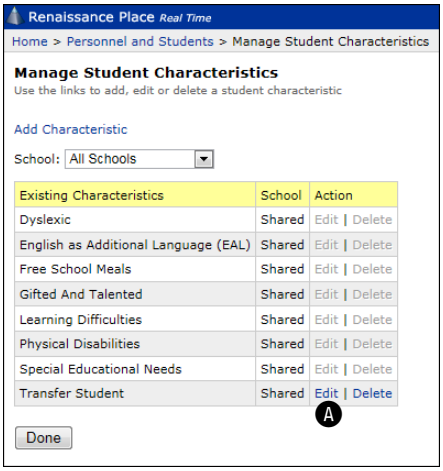
- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

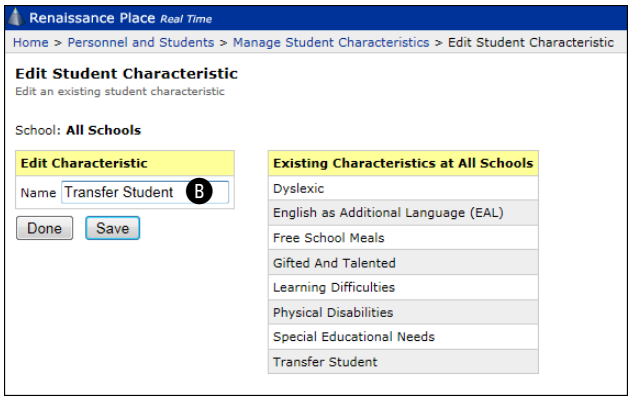
You can change the name of a student characteristic that you have added. However, you cannot change the names of the standard characteristics that the program includes automatically for all schools, and you cannot change the name of the characteristics for schools that you are not assigned to. Follow these steps to change the name of custom student characteristics:

1. On the Home page, click **Users**.
2. Click **Set-Up Characteristics** on the Personnel and Students page.
3. The next page lists the characteristics and the school(s) each one has been added to. (*Shared* means the characteristic is used in more than one school.) In the Action column, click **Edit** by the characteristic you want to change (Ⓐ on the next page). (The link is not available for the standard characteristics.)

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page and choose your School User role at the school you want to work with before you follow these steps (see page 6). On the Manage Student Characteristics page, you will see the characteristics for the school you select.*



4. Edit the characteristic name in the Name field Ⓑ on the Edit Student Characteristic page.



5. Click **Save** to save your changes to the name and to see your changes in the list to the right.
6. Click **Done** to leave this page.

Deleting Student Characteristics

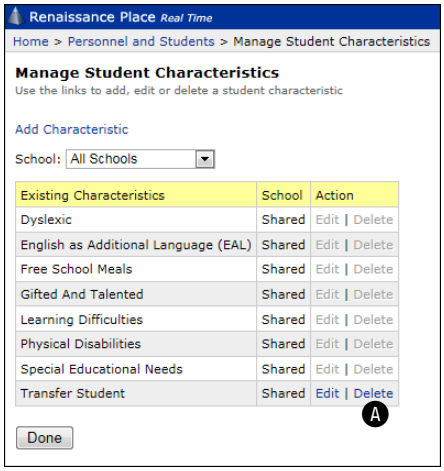
Who Can Do This?
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 53.

You can delete a custom student characteristic (one that you have added). However, you cannot delete standard characteristics that are in the list when you first start using the program, and you cannot delete characteristics for schools that you are not assigned to.

If the characteristic you are deleting has been assigned to any students, it will be removed from those students' records when you delete it, but only for the school(s) you are working with.

Follow these steps to delete custom student characteristics:

1. On the Home page, click **Users**.
2. Click **Set-Up Characteristics** on the Personnel and Students page.
3. The next page lists the characteristics and the school(s) each one has been added to. (*Shared* means that the characteristic is used by more than one school.) In the Action column, click **Delete** Ⓐ by the custom characteristic you want to delete. (The link is not available for standard characteristics.)
4. Click **OK** when the program asks if you are sure you want to delete the characteristic.


Renaissance Place Real Time
Home > Personnel and Students > Manage Student Characteristics
Manage Student Characteristics
Use the links to add, edit or delete a student characteristic
Add Characteristic
School: All Schools
Existing Characteristics | School | Action
Dyslexic | Shared | Edit | Delete
English as Additional Language (EAL) | Shared | Edit | Delete
Free School Meals | Shared | Edit | Delete
Gifted And Talented | Shared | Edit | Delete
Learning Difficulties | Shared | Edit | Delete
Physical Disabilities | Shared | Edit | Delete
Special Educational Needs | Shared | Edit | Delete
Transfer Student | Shared | Edit | Delete
A
Done

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page and choose your School User role at the school you want to work with before you follow these steps (see page 6). On the Manage Student Characteristics page, you will see the characteristics for the school you select.*

Editing Multiple Students

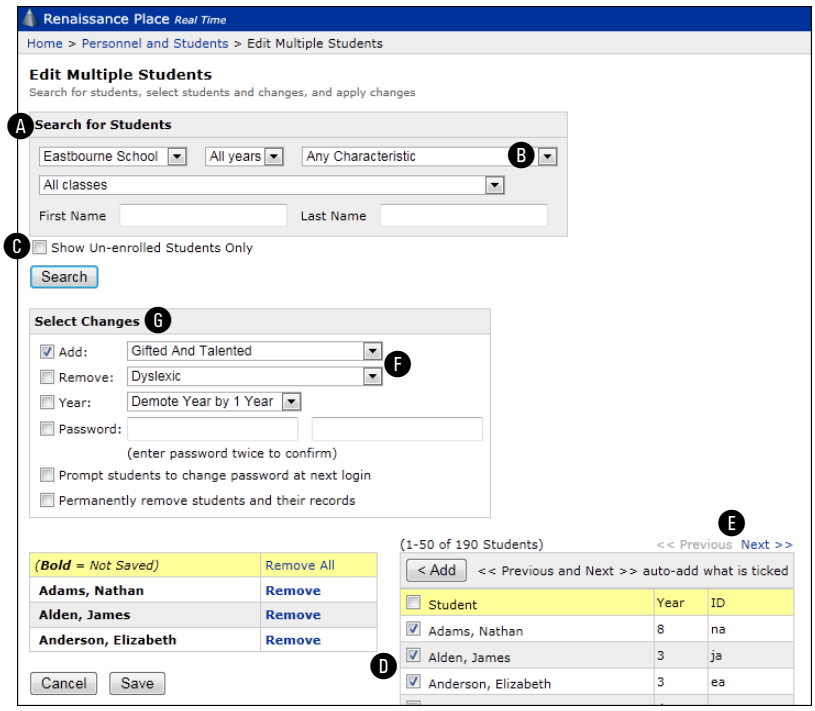
Who Can Do This?
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 53.

Use this procedure to edit multiple student records at one time. Although you cannot change all information for the students, you can do the following:

- Add or remove characteristics
- Increase or decrease the year by one
- Change the password
- Require the students to change their password the next time they log in to Renaissance Place
- Permanently remove students and their records (school network personnel only)

Follow these steps to edit multiple student records:

1. On the Home page, click **Users**.
2. Click **Edit Multiple Students** on the Personnel and Students page.
3. On the Edit Multiple Students page, enter or select the search criteria for the students whose records you want to edit Ⓐ. Then, click **Search**.



Ⓐ School network administrators and staff can select a school.

Ⓑ You can select a year, characteristic and/or class or enter all or part of a student's first and last name. (You do not need to enter all information.)

Ⓒ Tick this box to show only students that are not enrolled in a school, *but that were previously enrolled in the selected school.*

Ⓓ This list shows the students who matched your search criteria.

Ⓔ If your list of search results is long, it will be split into more than one page. Click **Next >>** to see the next page of results and **<< Previous** to go back. Doing this will automatically cause any students selected on the current page to be moved to the left-hand list (as though you had clicked **< Add**).

Ⓕ The characteristics that are in these drop-down lists are the ones available at the student's school. Schools may have different characteristics.

4. In the search results Ⓓ, tick the box next to each student that you want to apply changes to; then click **< Add** to add them to the list on the left. Tick the **Student** box at the top of the column to select all of the students on this page of the search results.

School personnel can only search for students in their own school. *The Renaissance Place administrator and any school network user can search for students in any school. School administrators who are assigned to more than one school should choose the Change Role option from the Home page to choose which school to work with (see page 6) before going to the Edit Multiple Students page.*

5. Under Select Changes Ⓖ, tick the box by each change you want to make. (You can choose more than one.)
   - **Add.** Tick this box to add the same characteristic to the students' records. Then, in the drop-down list, select the characteristic to apply to the students.
   - **Remove.** Tick this box to remove the same characteristic from the students' records. Then, in the drop-down list, select the characteristic you want removed from the students.
   - **Year.** *If you have noticed that the students have the wrong year assigned,* tick the **Year** box to change the students' year by one. Then, use the drop-down list to increase or decrease the year. Note that students are automatically promoted to the next year in the software when a new school year begins, so this change should only be necessary if there is an error or if a student was not promoted.
   - **Password.** Tick this box to change the students' passwords. When you do this, all the students will be given the same new password. Type the new password in the two blank Password fields.
   - **Prompt students to change password at next login.** Tick this box if you want to require students to change their passwords the next time they log in.
   - **Permanently remove students and their records.** Tick this box if you want to delete the chosen students and their records from Renaissance Place.

     Note: Choose this option only if the students are not enrolled at any school in the school network and future access to the students' data is not required. ***Do not*** use this option if the student is enrolled in another school in the school network or if future access to the students' data is required (for reporting purposes).

     If you choose this option, you will have a 30-day grace period during which you can recover permanently removed students and their records (see the next section, "Recovering Student Records"). Once those 30 days have passed, the records *cannot* be recovered.
6. To apply the changes to the students you have chosen (in the left-hand list), click **Save**. If you have chosen to permanently remove students and their records, you will be asked to confirm the permanent removal before proceeding. Once the changes are complete, a confirmation message will open telling you how many students were removed.

Check the school year you are working in if the students' assigned year seems incorrect. *(See the dates after your name in the upper-right corner of the page.) Make sure you know which school year you are working in before changing student years.*

Only school network personnel have the option to permanently remove students. *School administrators do not see the option for permanently removing students.*

Recovering Student Records

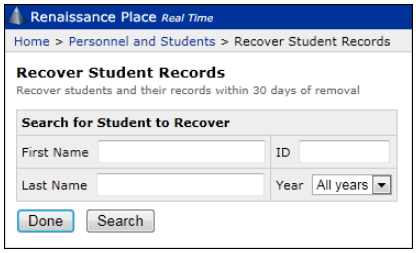
Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

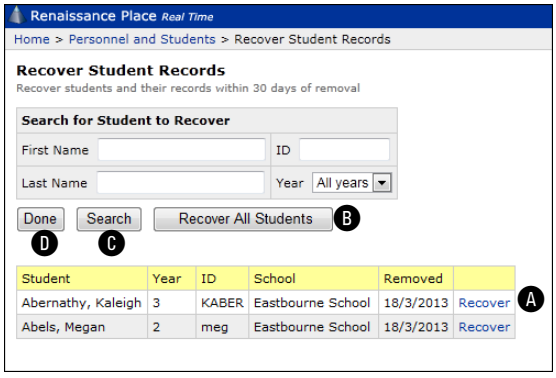
Learn more about capabilities on page 53.

If students' records have been permanently removed (see the previous section, "Editing Multiple Students"), you can still recover them during a 30-day grace period. Once this 30-day period has passed, the records can no longer be recovered. This procedure does *not* apply to students that have been deleted (see page 114).

1. On the Home page, click **Users**.
2. Click **Recover Student Records** on the Personnel and Students page.
3. On the Recover Student Records page, search for the student(s) whose records you want to restore. You can enter any combination of first name, last name, ID and year. To find *all* students whose records have been permanently deleted, leave the fields blank and the **Year** drop-down list at its default setting **(All years).** When you have your search criteria entered, click **Search.**



4. In the search results, click **Recover** at the end of the row for a student to recover that student's records Ⓐ. Click **Recover All Students** Ⓑ to recover all the students' records found by the search.



After a student record has been permanently deleted, the ID and/or user name from that record can be used for another student.

- If, as a result of reuse, a recovered student has the same ID as another student, the recovered student will be given a new ID; both student records will become candidates for possible merging. Click **Merge Candidates** (see page 88 if you want to merge the students).
- If the recovered student and another student both have the same user name as a result of reuse, the recovered student will be given a new user

name, which you can change if you wish by editing the student's information (see page 95).

5. To search for more students, click **Search** C and go back to step 3. When you have finished recovering student records, click **Done** D.

Enrolling or Un-Enrolling a Student from Classes

Who Can Do This?

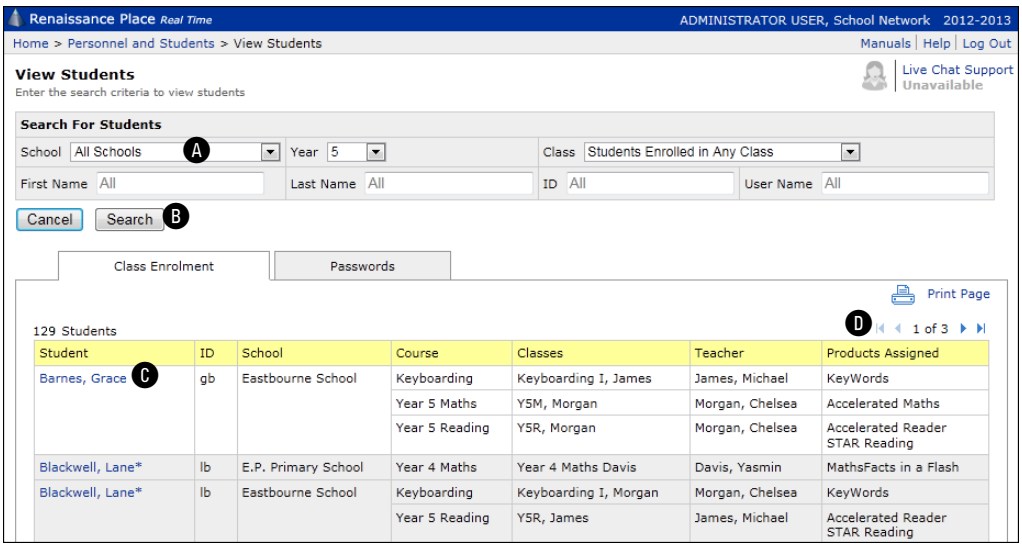
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to enrol one student in, or un-enrol one student from, one or more classes. If you need to change more than one of the students enrolled in a class, see "Adding or Removing Students in Classes" on page 134. Keep these restrictions in mind:

- **Students who do not have a school assigned cannot be enrolled in classes.** You must assign the student to a school before enrolling him or her in a class (see page 92).
- School personnel can only search for students in their own school. They cannot change class enrolment for students outside of their school. If you are a school administrator and you are assigned to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with before you follow these steps (see page 6).

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. To find the student who needs changes to his or her class enrolment, enter and/or select the student's information in the fields at the top of the page A. You do not need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 83.
4. Click **Search** B.



5. Click the name of the student Ⓒ whose information needs changes. If the student is enrolled in more than one school, the student will be listed once for each school and will be marked with an asterisk (*); be sure to choose the student at the location where you want to change the class enrolment.

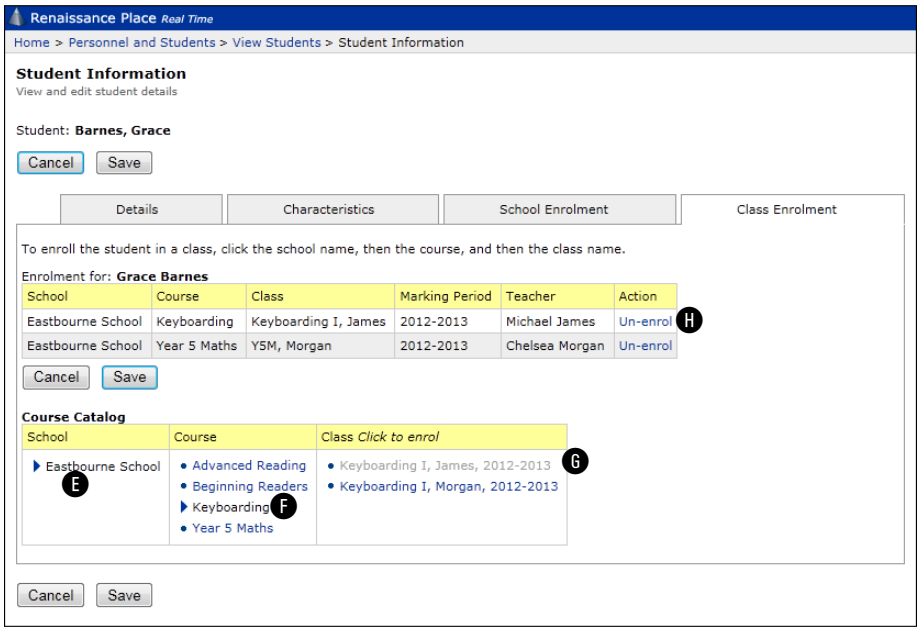
   If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back Ⓔ. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

6. If you selected a student who is already enrolled in classes, you will go to the Details tab on the Student Information page. Click the **Class Enrolment** tab.

   If you selected a student who is *not* enrolled in a class, you will go to the Class Enrolment tab.

   The Class Enrolment tab lists the classes in which this student is already enrolled; it also tells you if the student is not currently enrolled in any classes. Below this list is the Course Catalog.

7. To enrol a student in a class, click the school name Ⓔ where the class is held. (Only this student's schools are listed.) Then, click the course Ⓕ, and then click the class that you want to enrol the student in within that course Ⓖ. The class will be added to the list at the top of the page.



   To un-enrol the student from a class, click **Un-enrol** Ⓗ by that class in the list at the top of the page.

8. When you have finished, click **Save** to save your changes, or click another tab to make changes to the student's information, characteristics or school enrolment before saving. (If you do not want to save your changes, click **Cancel** instead.)

Viewing Students' Class Enrolment

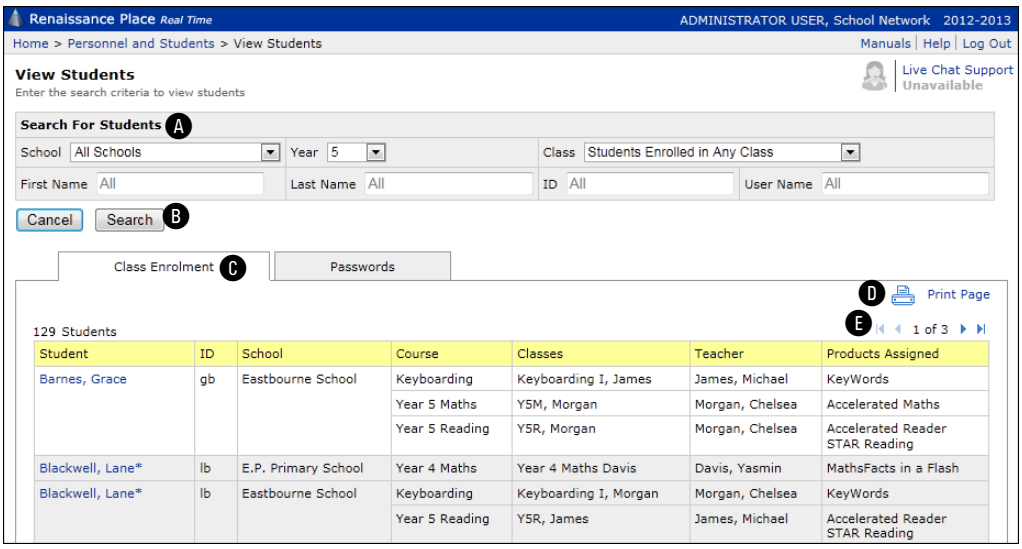
Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

Follow the steps below to view one student's classes.

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. To find the students whose class enrolments you want to view, enter and/or select the student's information in the fields at the top of the page Ⓐ. You do not need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 83.
4. Click **Search** Ⓑ.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Unavailable
Search For Students A
School All Schools
Year 5
Class Students Enrolled in Any Class
First Name All
Last Name All
ID All
User Name All
Cancel
Search B
Class Enrolment C
Passwords
D Print Page
E 1 of 3
129 Students
Student | ID | School | Course | Classes | Teacher | Products Assigned
Barnes, Grace | gb | Eastbourne School | Keyboarding | Keyboarding I, James | James, Michael | KeyWords
Year 5 Maths | Y5M, Morgan | Morgan, Chelsea | Accelerated Maths
Year 5 Reading | Y5R, Morgan | Morgan, Chelsea | Accelerated Reader STAR Reading
Blackwell, Lane* | lb | E.P. Primary School | Year 4 Maths | Year 4 Maths Davis | Davis, Yasmin | MathsFacts in a Flash
Blackwell, Lane* | lb | Eastbourne School | Keyboarding | Keyboarding I, Morgan | Morgan, Chelsea | KeyWords
Year 5 Reading | Y5R, James | James, Michael | Accelerated Reader STAR Reading

5. In the search results, the Class Enrolment tab Ⓒ shows the classes that each student is enrolled in, including the course name, class name, teachers and the products selected for each class. If you want to print this information, click **Print Page** Ⓓ.

   If the list of search results is long, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back Ⓔ. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

Promoting Students

If you edit a student's year *after you have added the student, the program adjusts the student's year in all the other school years: past, current and future.*

In Renaissance Place, you do not need to manually promote students to the next year at the start of a new school year.

When you add a student to the database, you should assign a year to the student. In each of the subsequent school years, the program increases the student's year by one until he or she reaches year 13.

Even though you do not need to promote your students every year, you can change the year for one or more students.

- To change one student's year, see "Editing Students' Information" on page 95.
- To change the year for a group of students, see "Editing Multiple Students" on page 102.

Exporting Students

Who Can Do This?

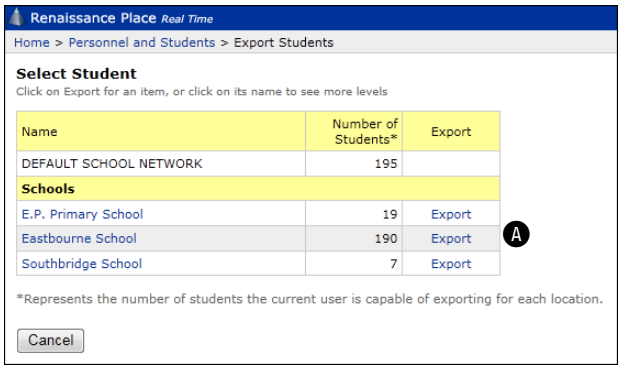
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

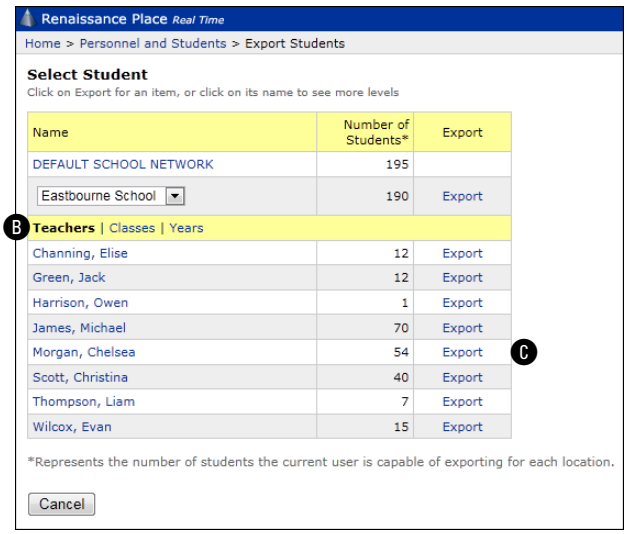
Using Renaissance Place, you can export basic student information. For some products, you can also export the student quiz, test or assignment data. This data can be imported into other databases or onto another server running Renaissance Place (see "Managing Data Imports" on page 179).

Follow these steps to export student information or performance data:

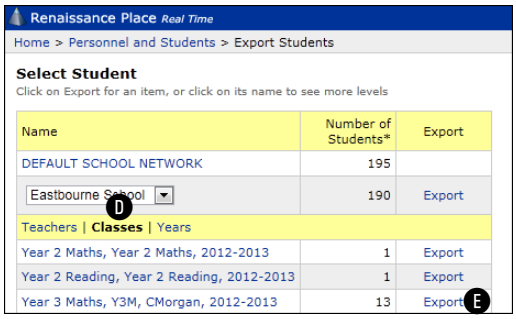
1. On the Home page, click **Users**.
2. Click **Export Information** on the Personnel and Students page.
3. Now, choose the level for which you want to export student information:
   - To export student information for all of the students in a school, click **Export** in the row for that school Ⓐ. (At the school level, the only export type available is the flat file student assessment export for Accelerated Reader, STAR Early Literacy, STAR Maths and STAR Reading.)



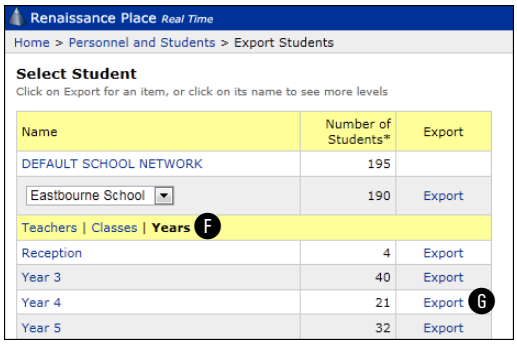
- To export information about all of a single teacher's students, click the school name (if you have more than one) and click **Teachers** Ⓑ below the school name if it is not already selected. Click **Export** in the row for the teacher whose students you want to export Ⓒ.


Renaissance Place Real Time
Home > Personnel and Students > Export Students
Select Student
Click on Export for an item, or click on its name to see more levels
Name
Number of Students*
Export
DEFAULT SCHOOL NETWORK 195
Eastbourne School 190 Export
Teachers | Classes | Years
Channing, Elise 12 Export
Green, Jack 12 Export
Harrison, Owen 1 Export
James, Michael 70 Export
Morgan, Chelsea 54 Export
Scott, Christina 40 Export
Thompson, Liam 7 Export
Wilcox, Evan 15 Export
*Represents the number of students the current user is capable of exporting for each location.
Cancel
B
C

- To export information about all the students in a specific class, click the school name. Then, click **Classes** below the school name Ⓓ. Click **Export** in the row for the class Ⓔ.


Renaissance Place Real Time
Home > Personnel and Students > Export Students
Select Student
Click on Export for an item, or click on its name to see more levels
Name
Number of Students*
Export
DEFAULT SCHOOL NETWORK 195
Eastbourne School 190 Export
Teachers | Classes | Years
Year 2 Maths, Year 2 Maths, 2012-2013 1 Export
Year 2 Reading, Year 2 Reading, 2012-2013 1 Export
Year 3 Maths, Y3M, CMorgan, 2012-2013 13 Export
D
E

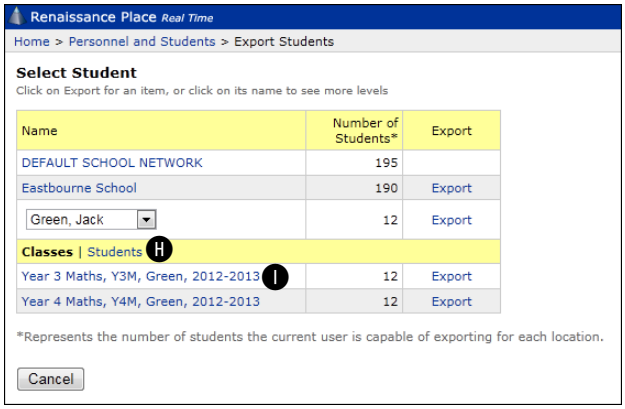
- To export information about *all* the students in a specific year, click the school name. Then, click **Years** below the school name Ⓕ. Click **Export** in the row for the year Ⓖ.


Renaissance Place Real Time
Home > Personnel and Students > Export Students
Select Student
Click on Export for an item, or click on its name to see more levels
Name
Number of Students*
Export
DEFAULT SCHOOL NETWORK 195
Eastbourne School 190 Export
Teachers | Classes | Years
Reception 4 Export
Year 3 40 Export
Year 4 21 Export
Year 5 32 Export
F
G

After you click a school, teacher or class name, you may see a drop-down list *that allows you to switch to a different school, teacher or class. To do this, choose the item you want from the drop-down list.*

- Exporting information about a *single* student requires you to select just that student. There are a number of ways to find and select a particular student:

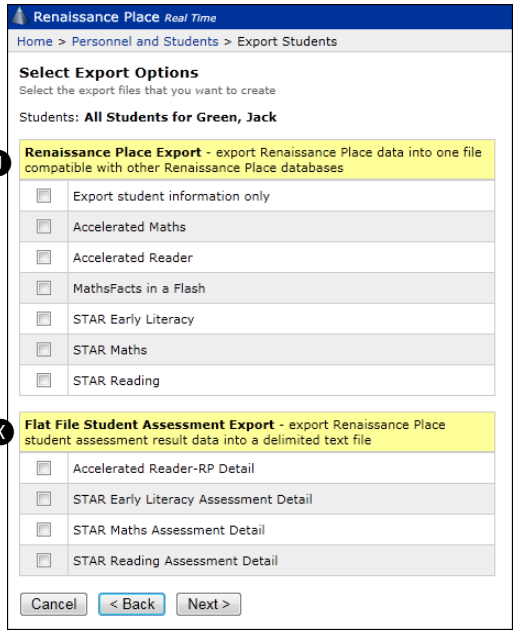
  —*Via one of the student's teachers:* Click **Teachers** (B on the previous page), then click the teacher's name. You can then either click **Students** H (for a list of students in *all* classes for that teacher) or click the name of one of the teacher's classes I (for a list of all the students in that specific class). Click **Export** in the row for the student you want to export.



  —*Via one of the student's classes:* Click **Classes** (D on the previous page), then click the name of the class. You will see a list of all the students in that class; click **Export** in the row for the student you want to export.

  —*Via the student's year:* Click **Year** (F on the previous page), then click the year the student is in. You will see a list of all the students in that year; click **Export** in the row for the student you want to export.

4. Now, tick the boxes next to the information you want to export.


Renaissance Place Real Time
Home > Personnel and Students > Export Students
Select Export Options
Select the export files that you want to create
Students: All Students for Green, Jack
J
Renaissance Place Export - export Renaissance Place data into one file compatible with other Renaissance Place databases
Export student information only
Accelerated Maths
Accelerated Reader
MathsFacts in a Flash
STAR Early Literacy
STAR Maths
STAR Reading
K
Flat File Student Assessment Export - export Renaissance Place student assessment result data into a delimited text file
Accelerated Reader-RP Detail
STAR Early Literacy Assessment Detail
STAR Maths Assessment Detail
STAR Reading Assessment Detail
Cancel
< Back
Next >

If any students have used extended time limits while taking a STAR Maths test, *that fact will not be included in flat-file exports.*

J Renaissance Place export files are intended to be imported into another Renaissance Place database.

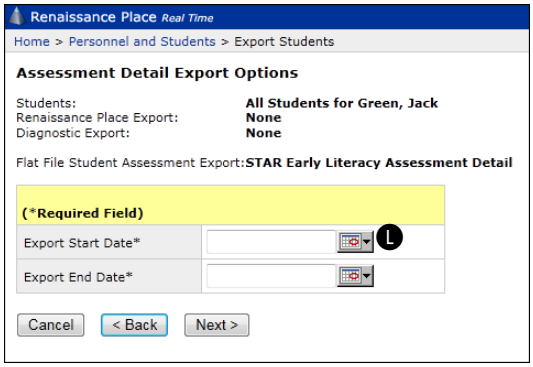
Ticking the **Export student information only** box will limit the export to students' personal information, such as name, gender, ethnicity, etc.

Ticking any of the product boxes will export the students' quiz/test records for the chosen product. (If any of the product boxes are chosen, the students' personal information *will* also be included in the export, regardless of whether the **Export student information only box** is ticked.)

No matter how many boxes you tick in this section, you will receive one file that includes all the selected Renaissance Place information for the students.

K Flat file student assessment export files are comma-delimited files that you can open using a spreadsheet program. They include the quiz or test data from the products you select. You will get a separate file for each program you select.

5. Click **Next >**.
6. If you chose a flat file export, enter the start and end dates for the range of data you would like to export. (Type the dates in the blank Export Start Date/Export End Date fields, or click the calendar button Ⓛ next to each blank field and click the date in the calendar that opens.) After entering the dates, click **Next >**.


Renaissance Place Real Time
Home > Personnel and Students > Export Students
Assessment Detail Export Options
Students: All Students for Green, Jack
Renaissance Place Export: None
Diagnostic Export: None
Flat File Student Assessment Export: STAR Early Literacy Assessment Detail
(*Required Field)
Export Start Date*
Export End Date*
L
Cancel
< Back
Next >

For Renaissance Place exports, you will receive one file.
For flat file exports, you will see a separate file for each product you selected.

7. The program will generate the export file(s) you selected. As each file is created, click **Download** to save the file to the location you choose.
8. Click **Done** after you have downloaded the files.

Deleting Students

Who Can Do This?

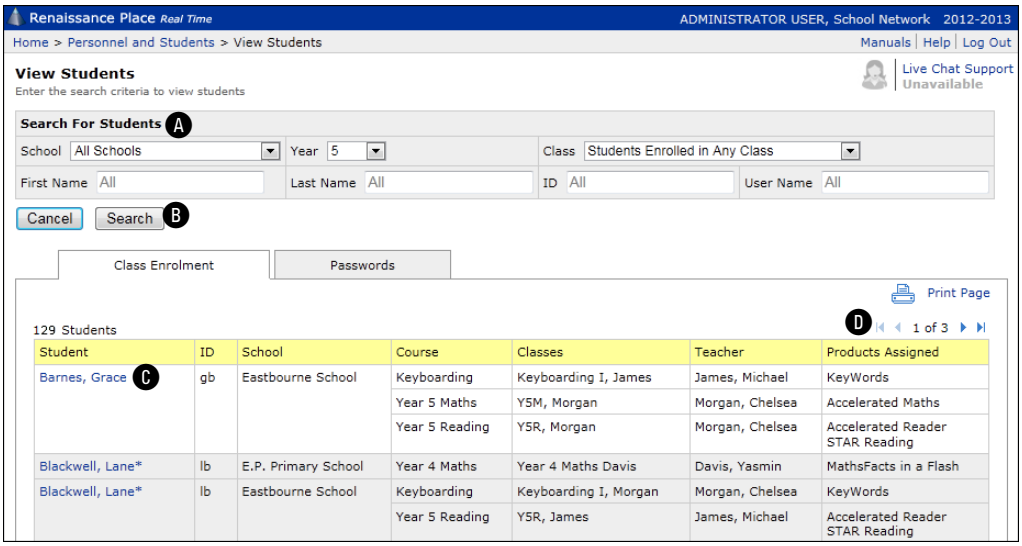
- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

Follow the steps below to delete students. You can choose whether you want to permanently delete the students from the database or just deactivate the student records.

Note: Deleting a student record is not the same as permanently removing a student record when editing multiple students (see page 102). If a student record has data attached to it, attempting to delete it will only deactivate it; *permanently removing it will remove **all** traces of the record from the database.*

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. To find the student whose record you want to delete, enter and/or select the student's information in the fields at the top of the page Ⓐ. You do not need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 83.
4. Click **Search** Ⓑ.

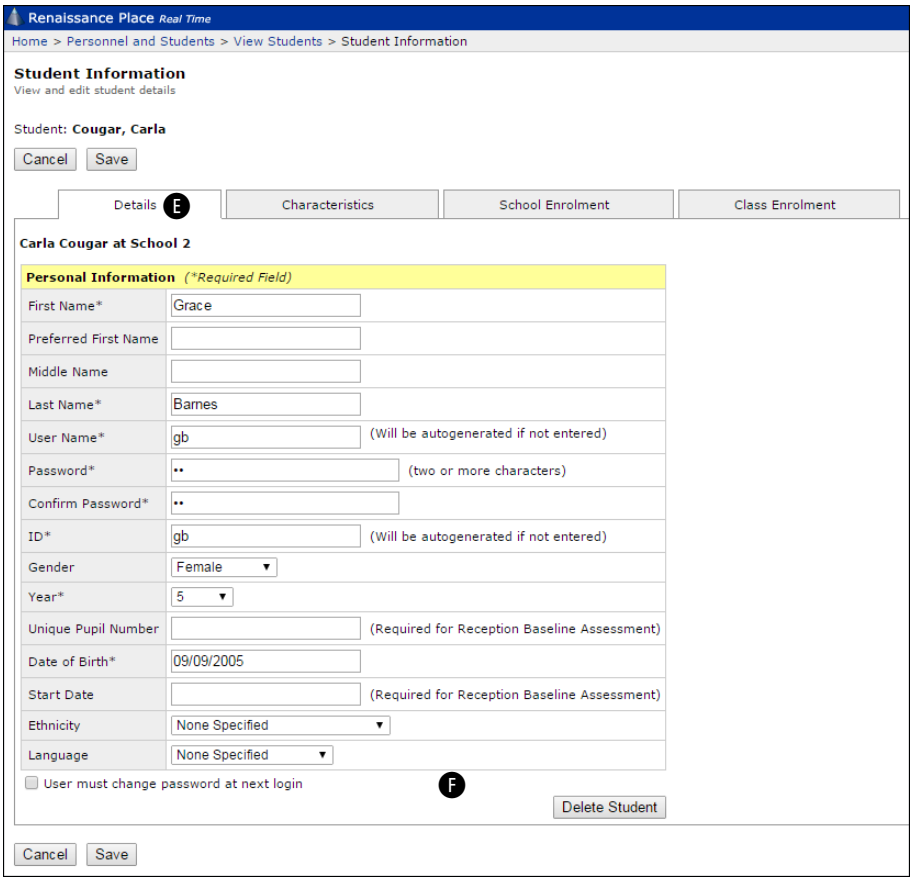


School personnel can only search for students in their own school. *They cannot delete students who are not in their school. If you are assigned to more than one school, on the Home page, choose the Change Role option to choose the school from which you want to delete students (see page 6).*

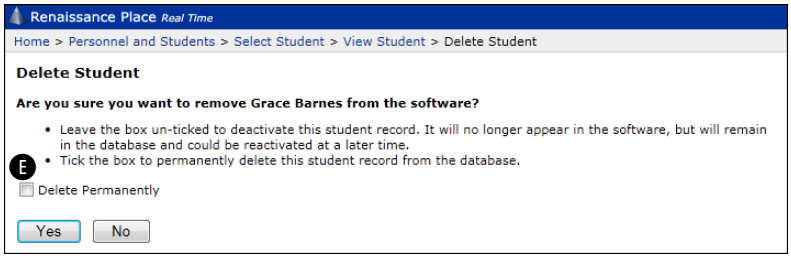
5. Click the name of the student Ⓒ that you want to delete. If the student is enrolled in more than one school, the student will be listed more than once; it does not matter which location you select.

   If the list of search results has more than 50 students, it will be split into multiple pages. Click ▶ to go to the next page of results or ◀ to go back Ⓓ. You can also click ▶| to go to the last page of results or |◀ to go back to the first page.

6. If you selected a student who is already enrolled in a school or class, you will go to the Student Information page. If you are not on the Details tab, click that tab Ⓔ.
7. Click **Delete Student** Ⓕ under the table.



8. If you want to delete the student's record permanently, tick the **Delete Permanently** box Ⓔ. If you do not tick the box, the student's record will be deactivated, but it will not be permanently deleted.


Renaissance Place Real Time
Home > Personnel and Students > Select Student > View Student > Delete Student
Delete Student
Are you sure you want to remove Grace Barnes from the software?
• Leave the box un-ticked to deactivate this student record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
• Tick the box to permanently delete this student record from the database.
Delete Permanently
Yes
No

9. Click **Yes** to finish deleting or deactivating the student record.
10. The program will tell you whether the student has been deactivated or deleted. Click **Continue**.

The program will not allow you to permanently delete students with other records attached to their names *(such as being assigned to a class); those students will be deactivated instead.*

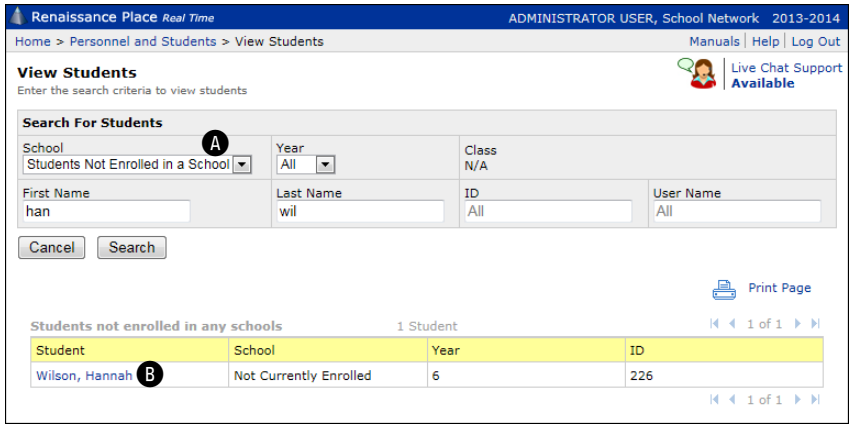
Reactivating Students

Students who were deleted (but not permanently) and those who are not enrolled in any school can be made active again by following these steps.

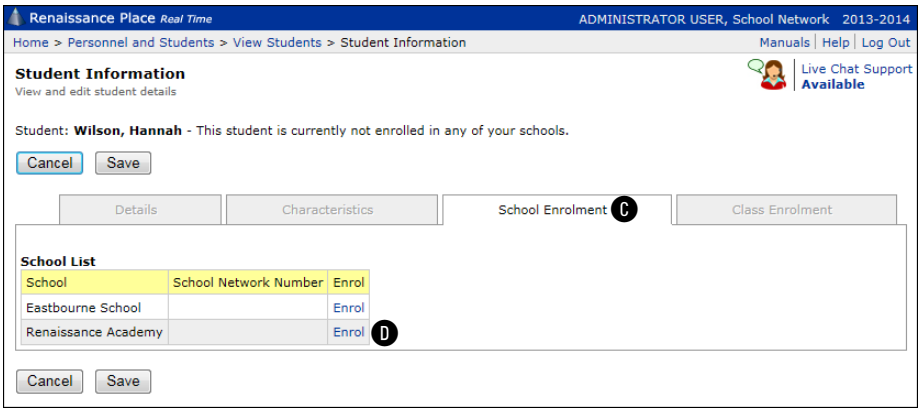
These steps are useful when you are trying to add a student and find that the student's ID or name already exists, indicating that the student is already in Renaissance Place but is not active.

If you are a school administrator *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with* ***before*** *you follow these steps. This is the school that you can activate the student in.*

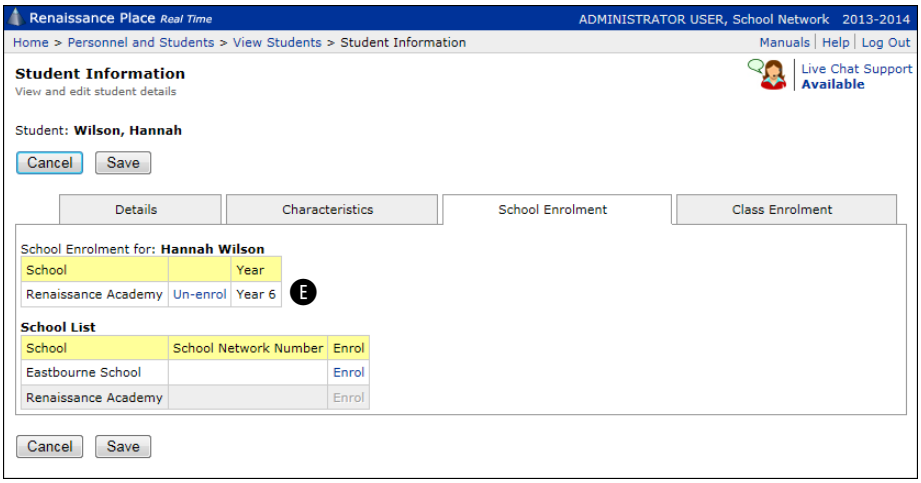
1. On the Home page, click **Users**.
2. Click **View Students**.
3. On the View Students page, in the School drop-down list Ⓐ, choose **Students Not Enrolled in a School**. Then, enter other information that may help you find the student (such as first name, last name, ID and/or user name). Click **Search**.



4. The students who matched your search will be listed. Click the student's name Ⓑ.
5. On the Student Information page, you will be on the School Enrolment tab Ⓒ. Find the school that the student should be enrolled in. (If you are a school administrator, only your school is listed.) Click **Enrol** Ⓓ in the row for that school.



6. The school will be added to the list at the top of the tab Ⓔ. Click **Save**. The student will be active in the software once again.



Unlocking Student Accounts

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

A student's account can be locked if the student enters the wrong password too many times in a row while attempting to log in. This is a security feature—it prevents others from having multiple chances to guess the student's password and log in under the wrong name.

The program will automatically unlock all accounts at midnight every day; however, if you need to unlock a student's account before then, follow the steps below.

School network personnel can unlock accounts for any student. School administrators and staff can unlock accounts for students in their school. Teachers can unlock accounts for students in their classes.

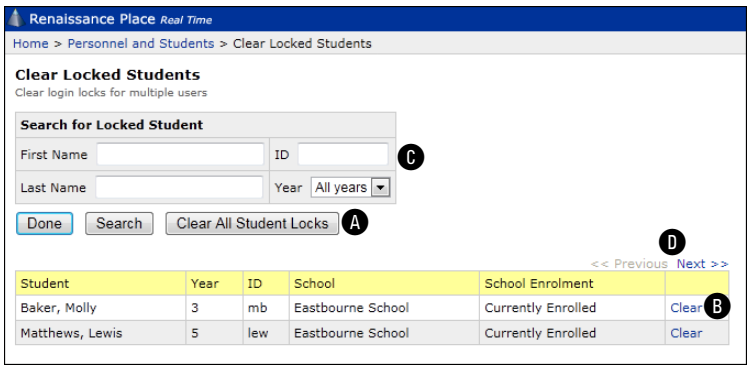
1. On the Home page, click **Users**.
2. Click **Clear Locked Students** on the Personnel and Students page. The Clear Locked Students page will list all Students whose accounts are locked.

You can control the number of times the wrong password can be entered *before the program locks the account. To do this, use the Account Login preference; see page 210 for details.*

3. To clear locks for all students at once, click **Clear All Student Locks** Ⓐ.

   To clear locks for individuals, click **Clear** in the row for each student Ⓑ.

   To search for a specific student, enter all or part of the first name, last name and/or ID in the blank fields Ⓒ. You can also specify the year with the **Year** drop-down list. Then, click **Search**. If the list of results is long, it will be split into multiple pages. Click **Next >>** to see the next page of results or **<< Previous** to go back Ⓓ.



4. Click **Done** when you have finished clearing locks.

Managing Courses

Courses are created for each school in the school network. The following sections describe how to view courses, add your courses, edit course information and delete courses.

Unlike classes, courses stay in your database from one school year to the next. They are the program of study that your classes are added to. For information on managing the classes that are a part of your courses, see “Managing Classes” on page 124.

Since classes are added to courses, you need to add courses for each school before you add classes.

Viewing Courses

Who Can Do This?

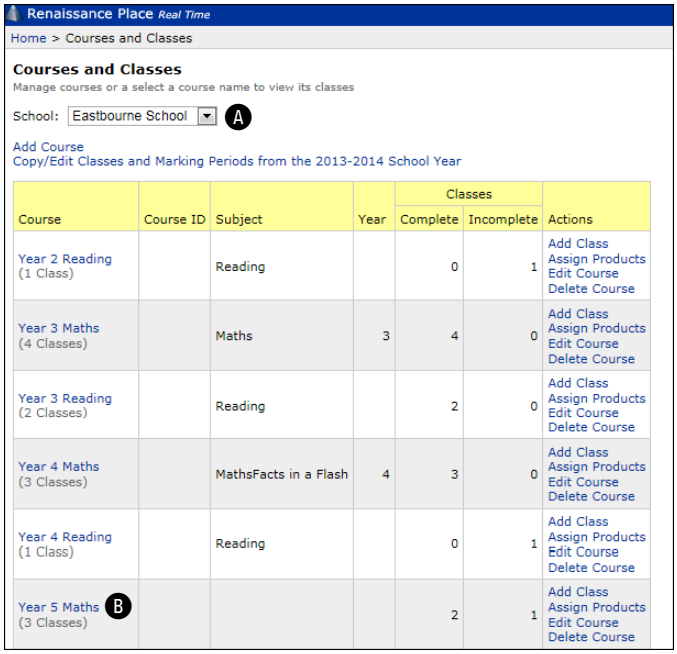
- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

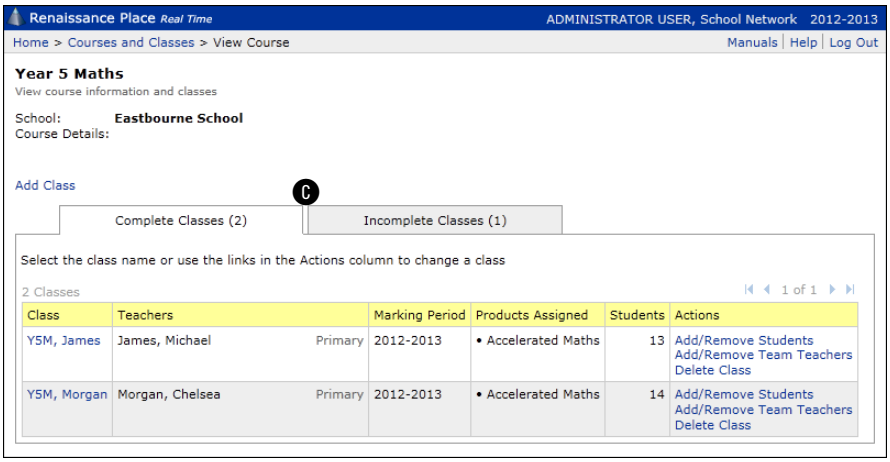
If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your role at the school you want to work with. This is the school that you can view courses for.*

Follow these steps to view a course:

1. On the Home page, click **Courses and Classes**. The next page lists the courses that have already been added for your school.
2. If you see a **School** drop-down list Ⓐ, choose the school that has the courses you want to view. To select a particular course, click the course name Ⓑ.



3. The course page shows more information about the course, including tabs with lists of complete and incomplete classes Ⓒ in the course.



Complete and incomplete classes: *Complete classes have a primary teacher assigned, products selected and students enrolled, so they are ready to use your software. Incomplete classes are missing a primary teacher, products or students. See page 126.*

Adding More Courses

To add more courses to Renaissance Place, see page 21.

Importing Courses into the Database

If course information is included in a student or personnel record, the course information can be imported at the same time as the student or personnel record. However, courses can only be imported as you import classes. See “Managing Data Imports” on page 179.

Editing Courses

Who Can Do This?

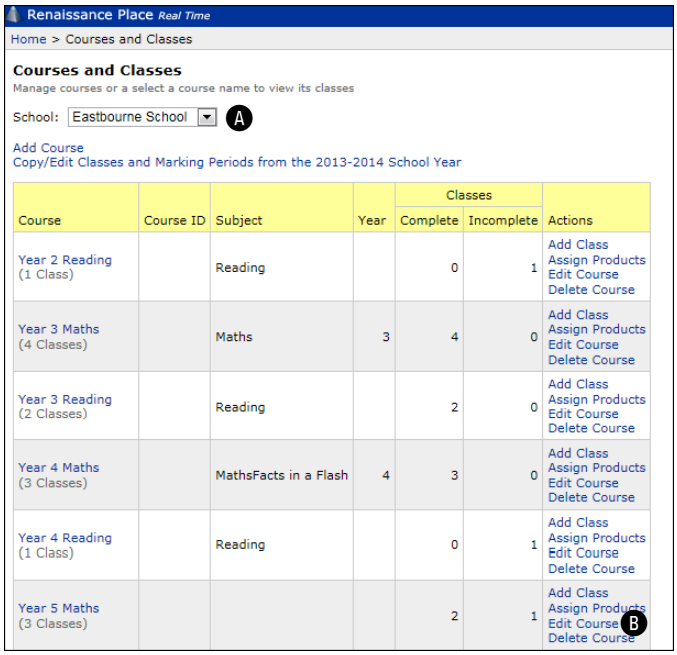
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

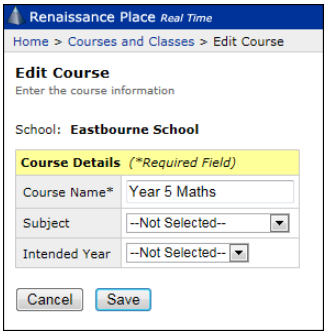
If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your role at the school you want to work with (see page 6). This is the school that you can edit courses for.*

Follow these steps to edit the information for a course:

1. On the Home page, click **Courses and Classes**. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list Ⓐ, choose the school that has the course you want to edit.


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Manage courses or a select a course name to view its classes
School: Eastbourne School
A
Add Course
Copy/Edit Classes and Marking Periods from the 2013-2014 School Year
Course | Course ID | Subject | Year | Classes: Complete | Classes: Incomplete | Actions
Year 2 Reading (1 Class) | Reading | 0 | 1 | Add Class Assign Products Edit Course Delete Course
Year 3 Maths (4 Classes) | Maths | 3 | 4 | 0 | Add Class Assign Products Edit Course Delete Course
Year 3 Reading (2 Classes) | Reading | 2 | 0 | Add Class Assign Products Edit Course Delete Course
Year 4 Maths (3 Classes) | MathsFacts in a Flash | 4 | 3 | 0 | Add Class Assign Products Edit Course Delete Course
Year 4 Reading (1 Class) | Reading | 0 | 1 | Add Class Assign Products Edit Course Delete Course
Year 5 Maths (3 Classes) | 2 | 1 | Add Class Assign Products Edit Course Delete Course
B

3. Click **Edit Course** Ⓑ in the row for the course on the Courses and Classes page.
4. On the Edit Course page, you can change the course information, except for the school where the course is held.
5. Click **Save** to save your changes.



Deleting Courses

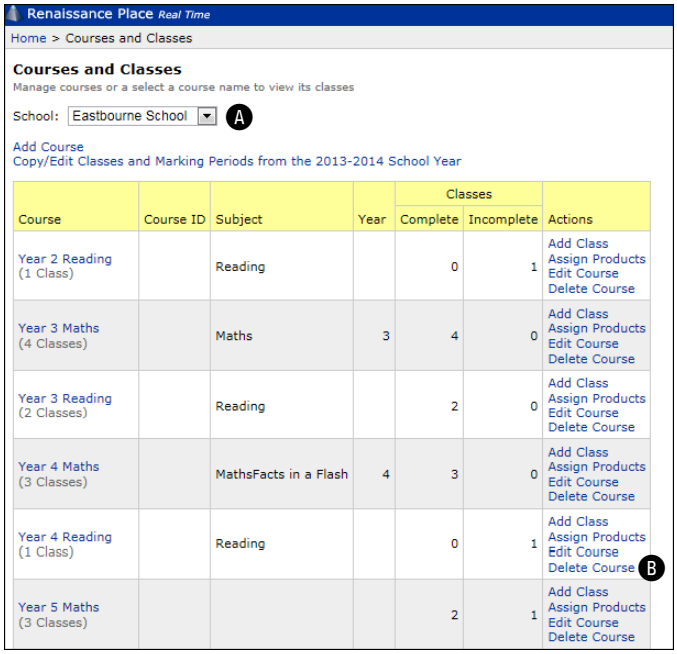
Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

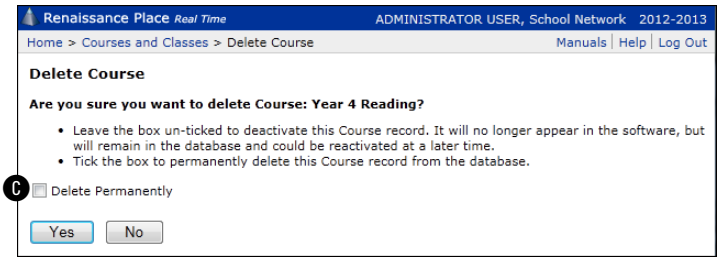
Learn more about capabilities on page 53.

By following the steps below, you can delete courses. When you do this, you can choose whether to permanently delete the course or just deactivate it. If a course has classes, you cannot delete the course permanently; the course will be deactivated instead.

1. On the Home page, click **Courses and Classes**. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list Ⓐ, choose the school that has the course you want to delete.



3. Click **Delete Course** Ⓑ in the row for the course on the Courses and Classes page.
4. If you want to delete the course permanently, tick the **Delete Permanently** box Ⓒ. If you do not tick the box, the course will become deactivated, but it will not be permanently deleted.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Courses and Classes > Delete Course
Manuals | Help | Log Out
Delete Course
Are you sure you want to delete Course: Year 4 Reading?
Leave the box un-ticked to deactivate this Course record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Tick the box to permanently delete this Course record from the database.
C
Delete Permanently
Yes
No

5. Click **Yes** to finish deleting or deactivating the course.
6. The program will tell you whether the course has been deactivated or deleted. Click **Continue**.

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your role at the school you want to work with (see page 6). This is the school that you can delete courses for.*

You can restore courses that have been deactivated. *See "Reactivating Courses" on page 123.*

Reactivating Courses

By following these steps, you can restore a course that has been accidentally deactivated. (You cannot restore a course that has been permanently deleted.)

1. Add a course with exactly the same name as the one that was deactivated (see page 21). When you attempt to save the new course, the Duplicate Course Found page opens because the new course name matches the deactivated course's name.
2. Click **Activate** on the Duplicate Course Found page.
3. You will be asked if you want to activate just the course or the course plus all its associated records. Click **Only** to activate only the course, click **All Records** to activate the course and all of its records.
4. Click **Continue** when the program confirms that the course has been activated.

Managing Classes

Unlike courses, classes are linked to specific school years, so you must add them every year or copy them from one year to the next. (You can also import classes; see page 11.)

The following procedures describe how to view class information, add classes, edit class information, change the enrolment for a class, change the teachers and products assigned to a class, delete classes or copy the class set-up from previous school years.

Viewing Classes

Who Can Do This?

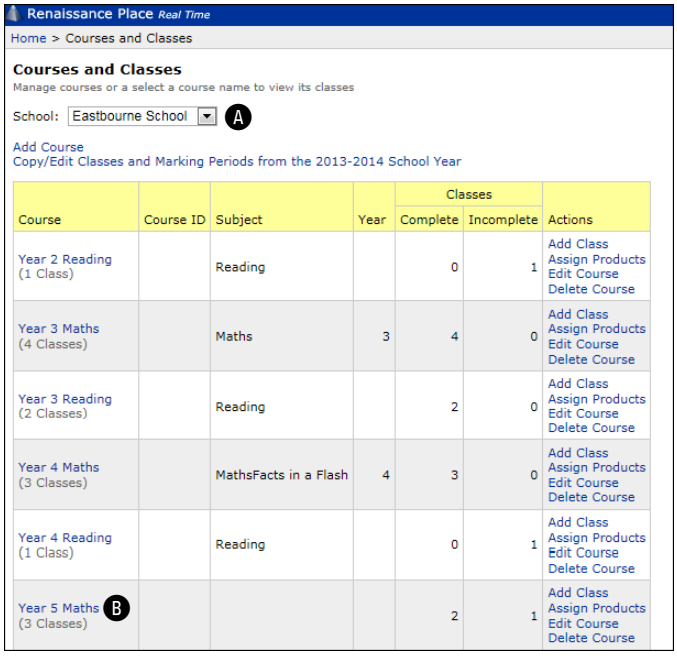
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with (see page 6). This is the school that you can view classes for.*

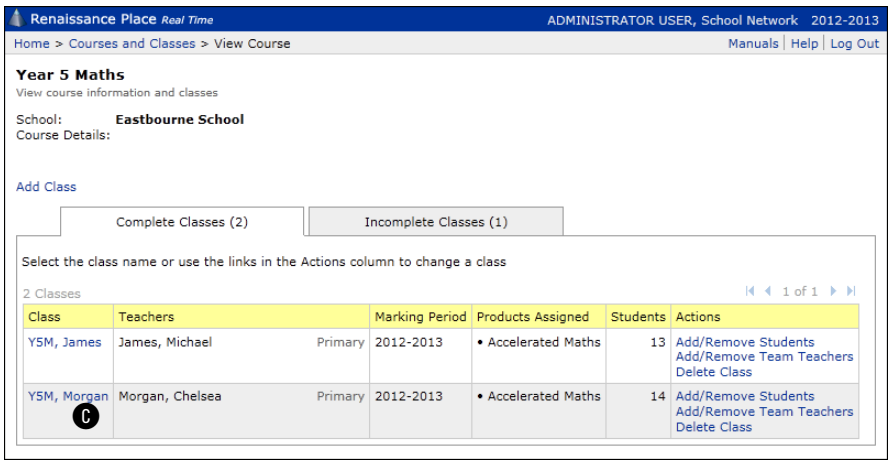
Follow these steps to view class information:

1. Check the school year shown above your name in the upper-right corner of any page in the program. If you are not working in the correct school year, see the instructions on page 44 to choose the school year during which the class takes place.
2. On the Home page, click **Courses and Classes**.
3. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.

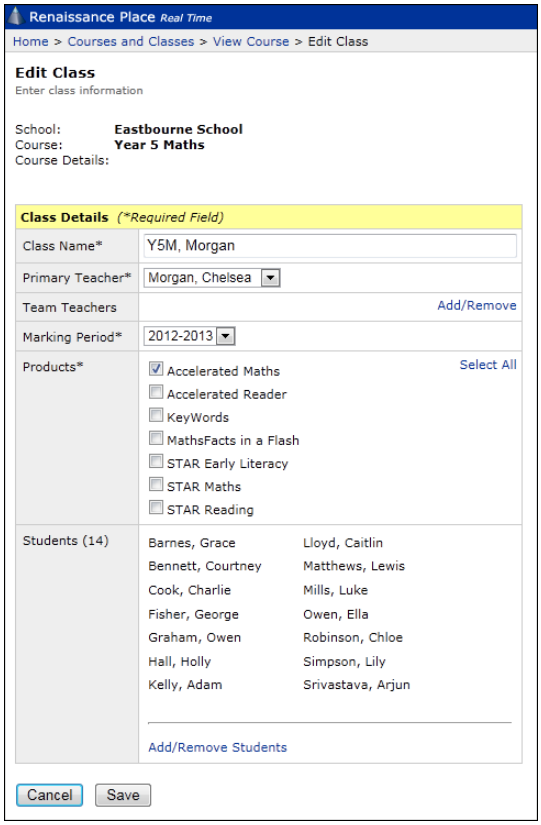

Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Manage courses or a select a course name to view its classes
School: Eastbourne School
A
Add Course
Copy/Edit Classes and Marking Periods from the 2013-2014 School Year
Course
Course ID
Subject
Year
Classes
Complete
Incomplete
Actions
Year 2 Reading (1 Class) Reading 0 1 Add Class Assign Products Edit Course Delete Course
Year 3 Maths (4 Classes) Maths 3 4 0 Add Class Assign Products Edit Course Delete Course
Year 3 Reading (2 Classes) Reading 2 0 Add Class Assign Products Edit Course Delete Course
Year 4 Maths (3 Classes) MathsFacts in a Flash 4 3 0 Add Class Assign Products Edit Course Delete Course
Year 4 Reading (1 Class) Reading 0 1 Add Class Assign Products Edit Course Delete Course
Year 5 Maths B (3 Classes) 2 1 Add Class Assign Products Edit Course Delete Course

4. Click the name of the course you want to work with Ⓑ.

5. On the course page, you will see tabs with lists of Complete and Incomplete classes (see page 126). Click one of the tabs; then, click the name of the class Ⓒ that you want to view.



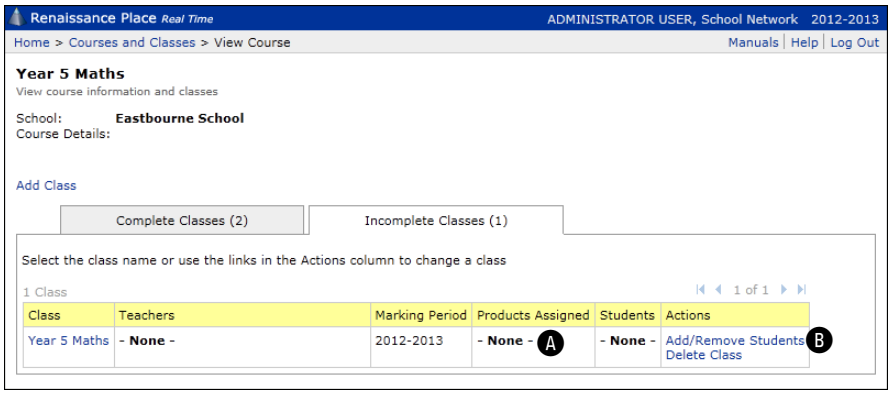
6. On the next page, you can see and change the class information, including the name, primary teacher, team teachers, products and students.



Complete and Incomplete Classes

When you view the classes in a course, you will see tabs for Complete and Incomplete classes:

- **Complete** classes have a primary teacher, products assigned and students.
- **Incomplete** classes are missing the primary teacher, products and/or students. On the Incomplete Classes tab, you will see **- None -** Ⓐ for the missing information in the table. Click the class name to edit the class and select or add the missing information.



To make classes complete, you need to add the missing information:

- If the class is missing a primary teacher, click the class name, select a primary teacher from the drop-down list and click **Save**.
- If the class is missing products, you can click the class name, select the products and save. (If you want to assign products for multiple classes in a course, see page 129 instead.) A primary teacher must be selected before you can assign products.
- If the class is missing students, click **Add/Remove Students** in the row for the class Ⓑ and add the students.

Adding More Classes

To add more classes to Renaissance Place, see page 22.

Importing Classes into the Database

If class information is included in a student or personnel record, the class information can be imported at the same time as the student or personnel record. See “Managing Data Imports” on page 179.

Copying Classes from the Previous School Year

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

You can copy the classes from a previous school year by following the steps below. You can only copy classes if there are classes in the previous year to copy and you have not copied classes into this school year yet.

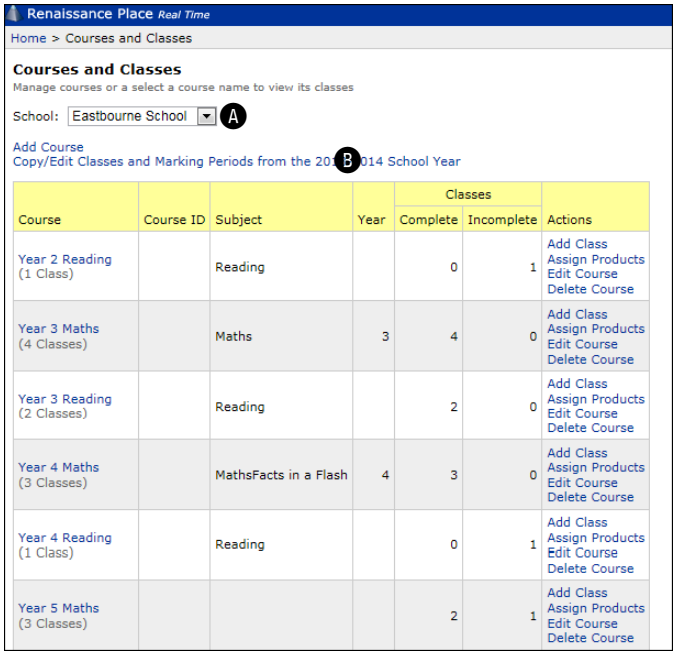
When you copy the classes, you can decide whether to also copy the assigned teachers, assigned products and student enrolment. The marking periods for classes are also copied, with their dates updated to fall in the new school year. Class-level preferences from the products you are using are also copied, including:

- *Accelerated Reader:* Class Student Quizzing, Quiz Set-Up and Individual Student Settings preferences.
- *Accelerated Maths:* Marking, Page Layout, Practice, Printing, Renaissance Home Connect and TOPS Report preferences.
- *MathsFacts in a Flash:* Mandatory Practice, Authorisation Password, Problem Format, Question Type, Time Targets, Time-Out and TOPS Report preferences (exceptions to preferences are not copied).
- *STAR Early Literacy:* Testing Password, Demonstration Video and Hands-On Exercise preferences.
- *STAR Maths:* Testing Password preference.
- *STAR Reading:* Testing Password preference.

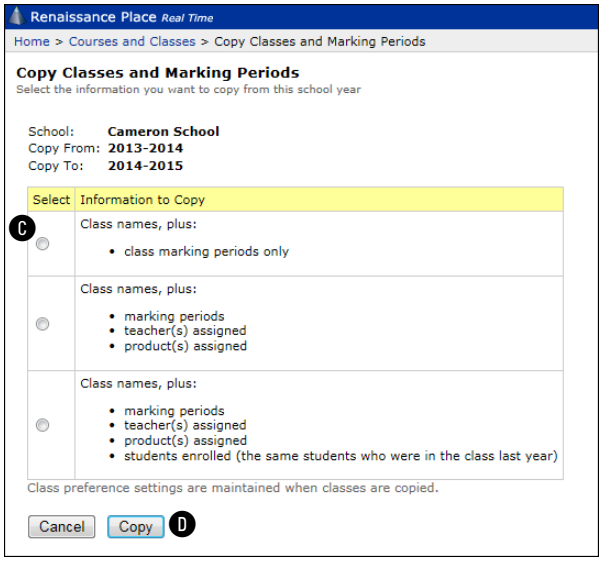
Follow these steps to copy the classes from the previous school year:

1. On the Home page, click **Courses and Classes**.
2. If you have access to more than one school, use the **School** drop-down list Ⓐ to choose the school for which you want to copy classes

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with before following these steps (see page 6).*


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Manage courses or a select a course name to view its classes
School: Eastbourne School
A
Add Course
Copy/Edit Classes and Marking Periods from the 201
B
014 School Year
Course
Course ID
Subject
Year
Classes
Complete
Incomplete
Actions
Year 2 Reading (1 Class) | Reading | 0 | 1 | Add Class Assign Products Edit Course Delete Course
Year 3 Maths (4 Classes) | Maths | 3 | 4 | 0 | Add Class Assign Products Edit Course Delete Course
Year 3 Reading (2 Classes) | Reading | 2 | 0 | Add Class Assign Products Edit Course Delete Course
Year 4 Maths (3 Classes) | MathsFacts in a Flash | 4 | 3 | 0 | Add Class Assign Products Edit Course Delete Course
Year 4 Reading (1 Class) | Reading | 0 | 1 | Add Class Assign Products Edit Course Delete Course
Year 5 Maths (3 Classes) | 2 | 1 | Add Class Assign Products Edit Course Delete Course

3. Click the **Copy/Edit Classes and Marking Periods** link Ⓑ, which includes the name of the previous school year. The link is not available if no classes are available to copy or if you have already copied classes.
4. On the Copy Classes and Marking Periods page, choose the option you prefer Ⓒ:
   - Copy the classes and marking periods only, ***without*** the teachers, products or students.
   - Copy the classes and marking periods plus the assigned teachers and products, ***without*** the students from last year.
   - Copy the classes, marking periods, assigned teachers, assigned products and *last year's* enrolled students.



5. Click **Copy** Ⓓ.
6. The next page will confirm that the classes have been copied into your new school year. Click **Done**.

Assigning Products to Classes

Who Can Do This?

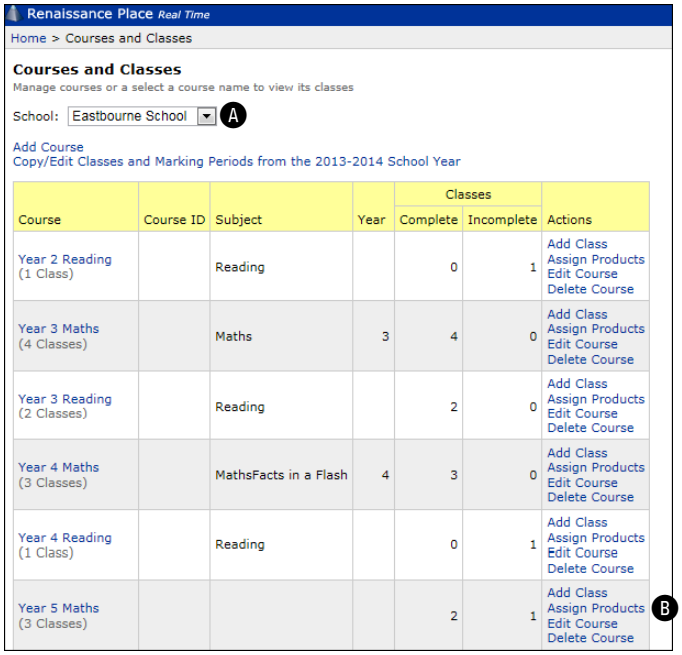
☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

On the Assign Products page, you can assign Renaissance Place products to multiple classes. You can only assign products for classes that have a primary teacher selected. Classes can only use products that have been assigned to them.

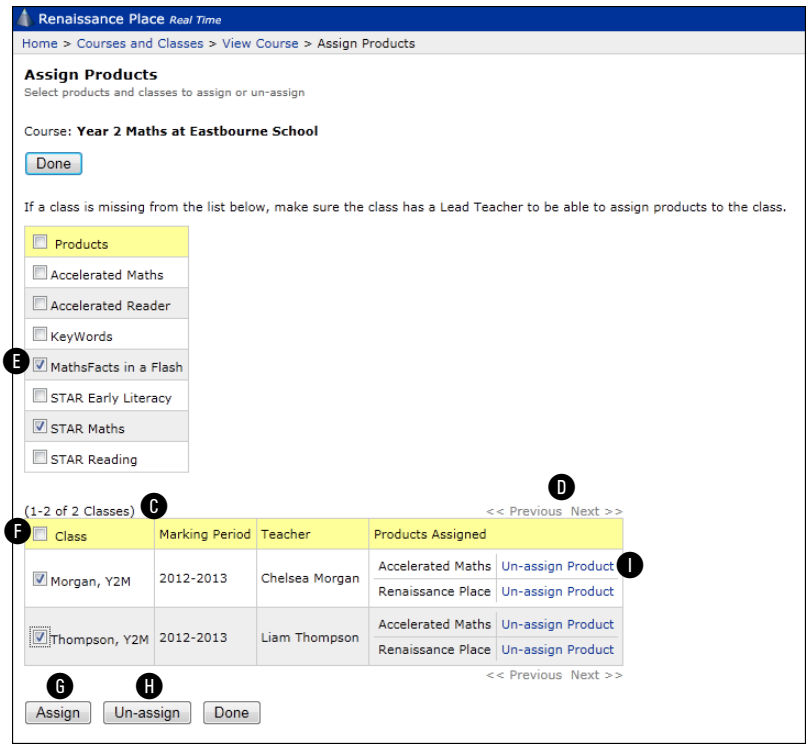
For individual classes, you select the products you assign by editing the class (see page 131). Follow these steps when you want to assign products for multiple classes in a course at the same time.

1. On the Home page, click **Courses and Classes**.
2. Choose the correct school from the drop-down list Ⓐ if necessary.
3. Find the row for the course; then, click **Assign Products** in that row Ⓑ.



If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with before following these steps (see page 6).*

4. On the Assign Products page, there is a list of products that can be assigned to the classes for the chosen course, followed by a list of those classes Ⓒ. If the list of classes is long, it may be broken across multiple pages: click **<< Previous** and **Next >>** to move back and forth through the list Ⓓ.
5. Tick the box next to each product that you want to assign to a class Ⓔ.
6. Tick the box next to each class you want the product assigned to, or tick the **Class** box at the top of the list Ⓕ to choose all the classes at once.



7. Click **Assign** Ⓖ. All the products that you selected will be assigned to all the classes you selected.

   You can also remove products from multiple classes by making your selections as described in steps 5–6 and then clicking **Un-assign** Ⓗ.

   Products can also be un-assigned from a class one at a time by clicking **Un-assign Product** at the end of the row Ⓘ. Only that product will be un-assigned for the class.
8. Click **Done** when you have finished assigning and/or un-assigning products. You will be taken back to the previous page.

Editing Classes

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

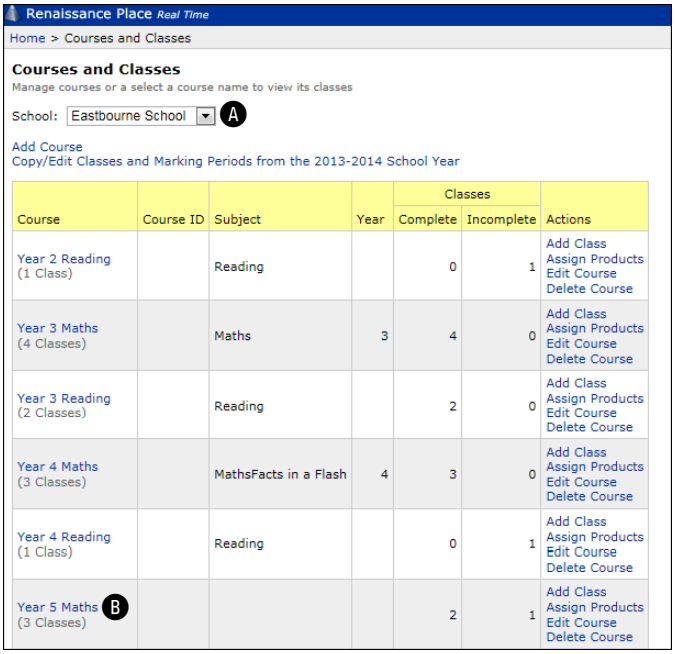
Learn more about capabilities on page 53.

By following the steps below, you can edit class information.

Before you do this, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes may be different for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 44 to change to that school year.

Follow these steps to edit class information.

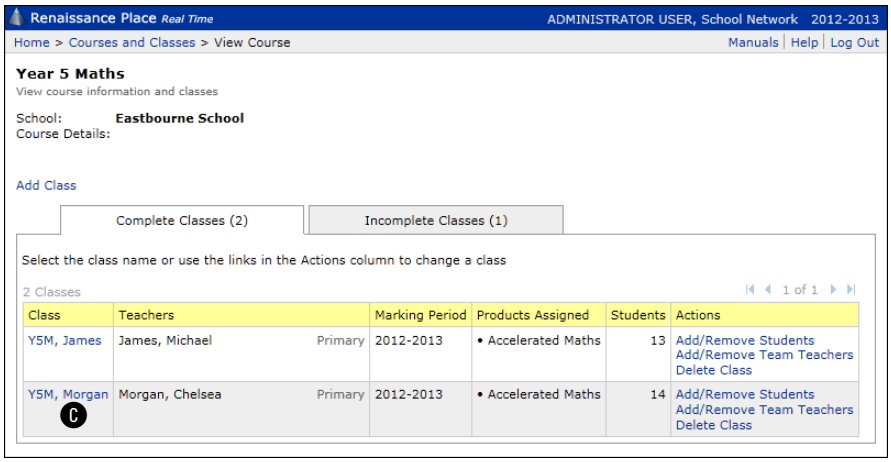
1. On the Home page, click **Courses and Classes**.
2. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.



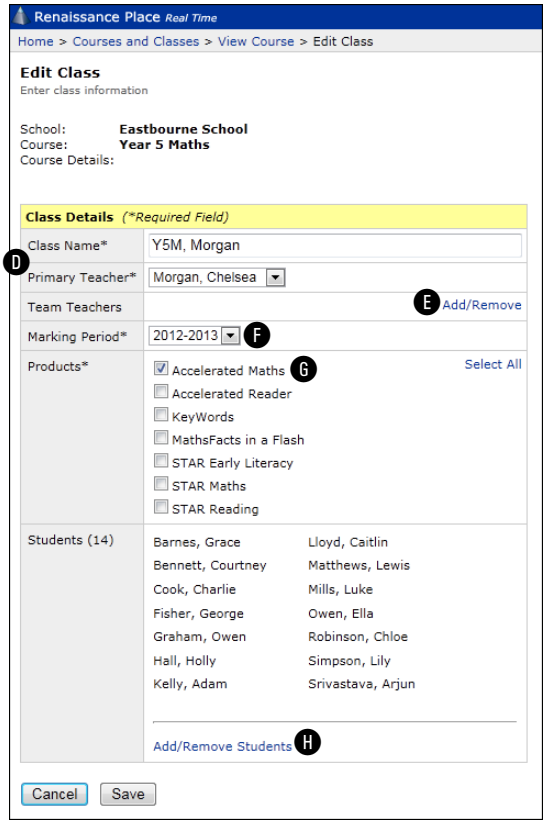
3. Click the name of the course that has the class Ⓑ.

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with before following these steps (see page 6).*

4. On the course page, find the class on one of the tabs (Complete Classes or Incomplete Classes). Click the name of the class Ⓒ you want to edit.



5. On the Edit Class page, change the class information as needed:



D The class name and primary teacher are required.

E Team teachers are not required. If other teachers need to see data for this class, click **Add/Remove** to add them. (See page 136.)

F Choose the duration of the class: a marking period or the entire school year. The marking periods available are the ones that have been added. (See page 14.)

G Tick every product that the class needs to use so that those products will be available to students when they log in.

H To add more students to the class or to remove students, click **Add/Remove Students**. (See page 134.)

If you save a class without students, *it will be on the Incomplete Classes tab.*

If you change the class name and the new name matches the name of a class that was deactivated, *the Duplicate Class Found page will open. To activate the inactive class, click* ***Activate****. If you do not want to change this class name or activate the previous class, click* ***Cancel****.*

6. Click **Save** to save all changes to the class.

If you click **Cancel**, but you have made changes to the class (including changes to the students or team teachers), an Unsaved Changes window will open. If you want to save the changes you made, click **Save**. If you want to leave the page without saving any changes (including changes to the students or team teachers), click **Do Not Save**. To stay on the page, click **Cancel**.

Adding or Removing Students in Classes

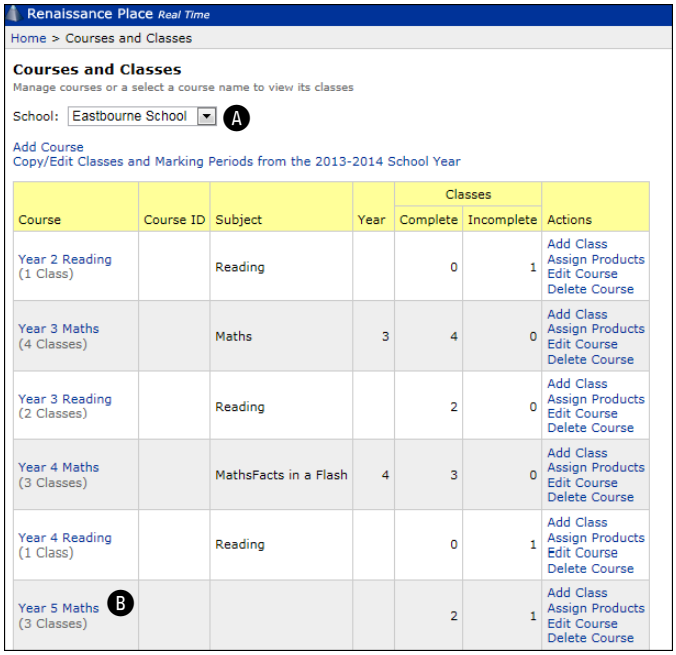
Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

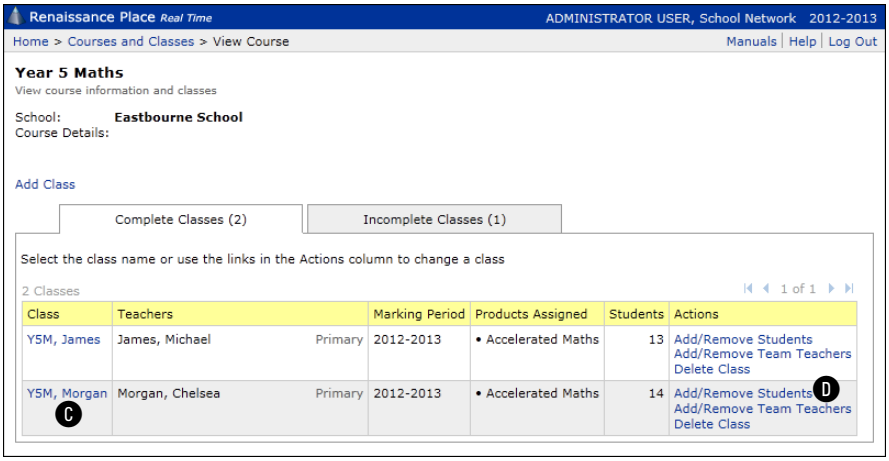
Learn more about capabilities on page 53.

Students must be added to classes before they can use your Renaissance Place software. Follow these steps to add or remove students in a class.

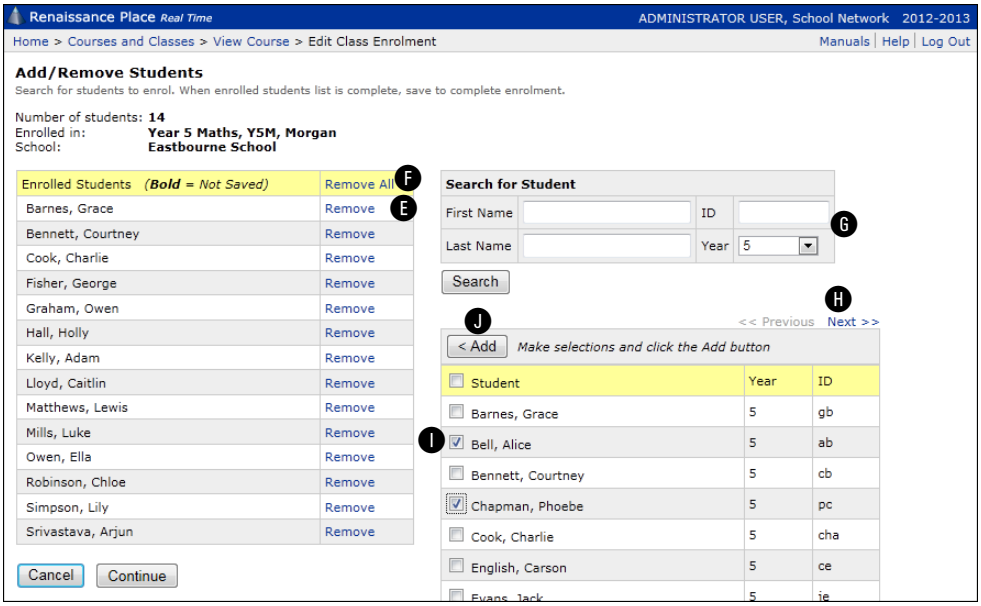
1. On the Home page, click **Courses and Classes**.
2. If you are a school network administrator or school network staff member, use the **School** drop-down list Ⓐ on the Courses and Classes page to choose the school that you want to work in.
3. Click the course Ⓑ that includes the class you want to change.


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Manage courses or a select a course name to view its classes
School: Eastbourne School
A
Add Course
Copy/Edit Classes and Marking Periods from the 2013-2014 School Year
Course
Course ID
Subject
Year
Classes
Complete
Incomplete
Actions
Year 2 Reading (1 Class) Reading 0 1 Add Class Assign Products Edit Course Delete Course
Year 3 Maths (4 Classes) Maths 3 4 0 Add Class Assign Products Edit Course Delete Course
Year 3 Reading (2 Classes) Reading 2 0 Add Class Assign Products Edit Course Delete Course
Year 4 Maths (3 Classes) MathsFacts in a Flash 4 3 0 Add Class Assign Products Edit Course Delete Course
Year 4 Reading (1 Class) Reading 0 1 Add Class Assign Products Edit Course Delete Course
Year 5 Maths (3 Classes) B 2 1 Add Class Assign Products Edit Course Delete Course

4. The next page will list the Complete and Incomplete classes in the course. (Incomplete classes are missing the primary teacher, students or assigned products.) If necessary, click the tab that you need.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Courses and Classes > View Course
Manuals | Help | Log Out
Year 5 Maths
View course information and classes
School: Eastbourne School
Course Details:
Add Class
Complete Classes (2)
Incomplete Classes (1)
Select the class name or use the links in the Actions column to change a class
2 Classes
1 of 1
Class
Teachers
Marking Period
Products Assigned
Students
Actions
Y5M, James James, Michael Primary 2012-2013 • Accelerated Maths 13 Add/Remove Students Add/Remove Team Teachers Delete Class
Y5M, Morgan C Morgan, Chelsea Primary 2012-2013 • Accelerated Maths 14 Add/Remove Students D Add/Remove Team Teachers Delete Class

5. Do one of the following:
   - If you want to see a list of students who are in the class first, click the class name (C on the previous page). Then, on the Edit Class page, click **Add Students** or **Add/Remove Students** (the link name varies depending on whether there are currently students in the class).
   - If you do not need to see a list of students who are already in the class, click **Add/Remove Students** D in the row for the class on the course page.
6. The Add/Remove Students page will list the students who are currently enrolled in the class (if any).



   - To remove a student from the class, click **Remove** next to the student's name E. To remove all students from the class, click **Remove All** F.
   - To enrol other students in the class, you can type a student's first name and/or last name in the appropriate blank fields G. You can also select the student's year from a drop-down list; if you select a year without entering anything in the blank fields the search will find all students in that year. If you want to see a list of all students enrolled in this school, do not enter any information in the blank fields.

     Next, click **Search**. The results of your search will appear at the bottom of the page; if the list is long, you will need to click **Next >>** and **<< Previous** H to move forward and back in the list. If you did not find the student(s) that you were searching for, perform another search. You may need to add the student(s) or enrol the student(s) in this school.
   - Tick the box next to each student that you want to enrol in this class I; if you want to tick all students in the list, tick the **Student** box at the top of the list. When you have selected the students, click **< Add** above the list J to move them to the list of students who are enrolled in the class.

If you click Cancel on the Edit Class page, but you made changes to the class (including changes to the students or team teachers), an Unsaved Changes window will open. *If you want to save the changes you made, click* ***Save****. If you want to leave the page without saving any changes (including students or team teachers), click* ***Do Not Save****. To stay on the page, click* ***Cancel****.*

7. Click **Save** or **Continue** (the name of the button depends on the page you came from).
8. If you went back to the Edit Class page (not the course page), click **Save** again to finish saving the changes.

Adding or Removing Team Teachers for a Class

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

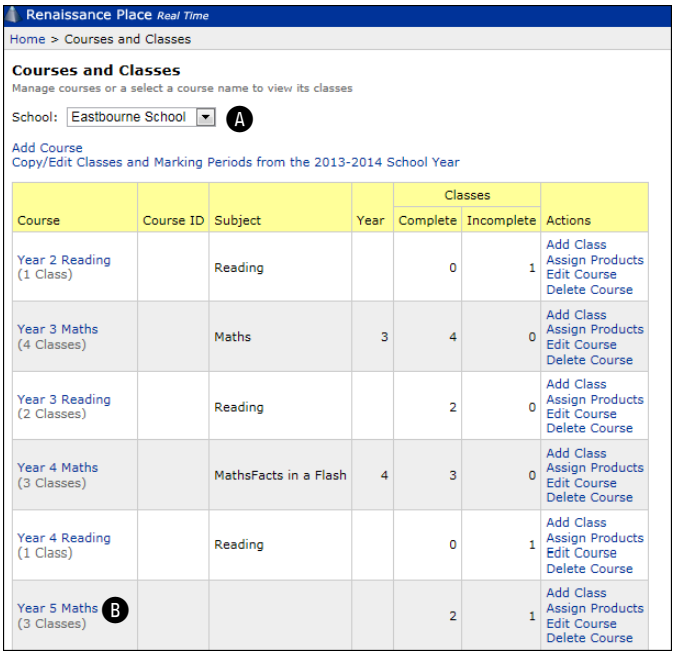
Team teachers can be added to a class so that they can see the class information and work with the class in your Renaissance Place products. The primary teacher is selected when you add or edit a class. Team teachers are other teachers who work with the class; as you add team teachers, you choose which teacher (primary or team) is the Lead for each product selected for the class.

Follow these steps to add or remove team teachers for a class. You can only add team teachers for classes that have a primary teacher and products selected.

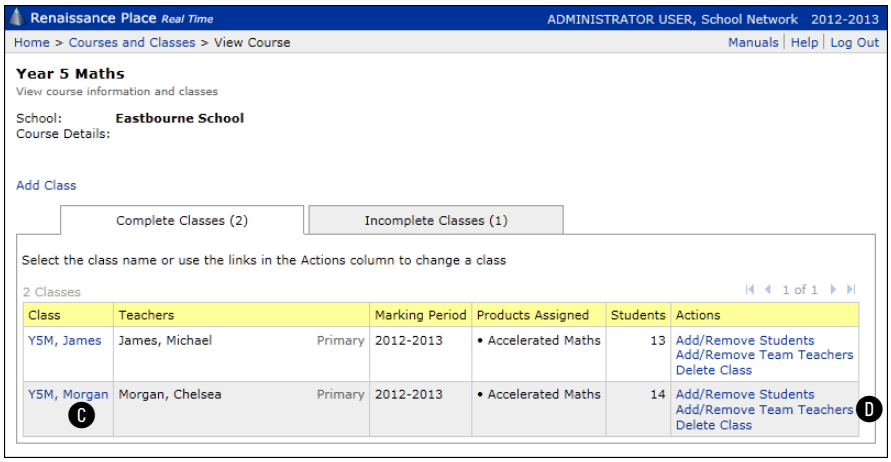
If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with before following these steps (see page 6).*

1. On the Home page, click **Courses and Classes**.

2. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.

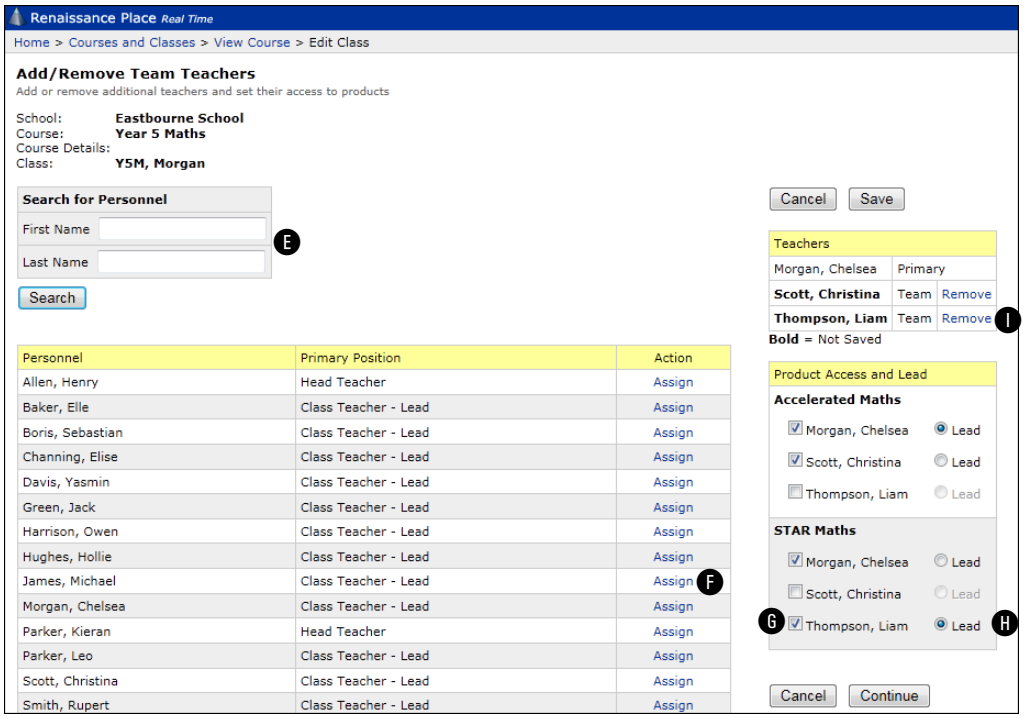


3. Click the name of the course that has the classes Ⓑ.
4. On the course page, find the class on one of the tabs (Complete Classes or Incomplete Classes). Note that you can only add team teachers for incomplete classes if they have a primary teacher and products selected.



5. Do one of the following:
   - Click the class name Ⓒ on one of the tabs to see the team teachers that have been added so far. Then, on the Edit Class page, click **Add/Remove** in the Team Teachers row.
   - In the row for the class, click **Add/Remove Team Teachers** Ⓓ.

6. On the Add/Remove Team Teachers page, if you need to add teachers, follow these steps:
   a. Enter the teacher's first and/or last name (E).
   b. Click **Search**.
   c. In the search results, find the teacher that you want to add and click **Assign** (F). The teacher will be added to the Product Access and Lead table on the right.
   d. Tick the teacher's name under each product that the teacher will be using with the class (G). If the team teacher is actually the lead teacher for a specific product, click the **Lead** option for that teacher (H). Note that only one teacher per class (primary or team) can be the lead teacher for a product. For each product, the lead teacher's name appears on reports for that product.
   e. Repeat these steps to add more team teachers.


Renaissance Place Real Time
Home > Courses and Classes > View Course > Edit Class
Add/Remove Team Teachers
Add or remove additional teachers and set their access to products
School: Eastbourne School
Course: Year 5 Maths
Course Details:
Class: Y5M, Morgan
Search for Personnel
First Name
Last Name
Search
E
Cancel
Save
Teachers
Morgan, Chelsea Primary
Scott, Christina Team Remove
Thompson, Liam Team Remove
I
Bold = Not Saved
Personnel | Primary Position | Action
Allen, Henry | Head Teacher | Assign
Baker, Elle | Class Teacher - Lead | Assign
Boris, Sebastian | Class Teacher - Lead | Assign
Channing, Elise | Class Teacher - Lead | Assign
Davis, Yasmin | Class Teacher - Lead | Assign
Green, Jack | Class Teacher - Lead | Assign
Harrison, Owen | Class Teacher - Lead | Assign
Hughes, Hollie | Class Teacher - Lead | Assign
James, Michael | Class Teacher - Lead | Assign
F
Morgan, Chelsea | Class Teacher - Lead | Assign
Parker, Kieran | Head Teacher | Assign
Parker, Leo | Class Teacher - Lead | Assign
Scott, Christina | Class Teacher - Lead | Assign
Smith, Rupert | Class Teacher - Lead | Assign
Product Access and Lead
Accelerated Maths
Morgan, Chelsea Lead
Scott, Christina Lead
Thompson, Liam Lead
STAR Maths
Morgan, Chelsea Lead
Scott, Christina Lead
G
Thompson, Liam Lead
H
Cancel
Continue

7. If you need to remove team teachers, click **Remove** next to the teacher in the Teachers table (I). (You *cannot* remove the primary teacher from a class. If you need to change the primary teacher, edit the class; see page 131.)

If you click Cancel on the Edit Class page, but you made changes to the class (including changes to the students or team teachers), an Unsaved Changes window will open. *If you want to save the changes you made, click* ***Save****. If you want to leave the page without saving any changes (including students or team teachers), click* ***Do Not Save****. To stay on the page, click* ***Cancel****.*

8. When you have finished, click **Save** or **Continue** (the name of the button depends on the page you came from). If you do not want to save your changes, click **Cancel** instead.
9. If you came from the Edit Class page, click **Save** on that page as well to ensure that your changes are saved.

After you add team teachers to a class, they will be shown in the class list on the course page.

Deleting Classes

Who Can Do This?

☑ School Network Administrators
☑ School Network Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 53.

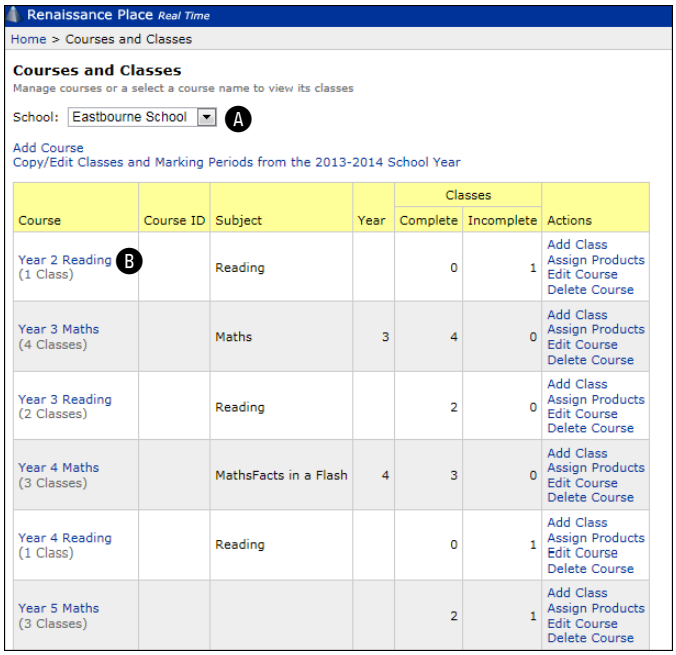
By following the steps below, you can delete classes.

Before you do this, check the school year you are working in. This information appears above your name in the upper-right corner of any page in the program. This is important because classes may be different for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 44 to change to that school year.

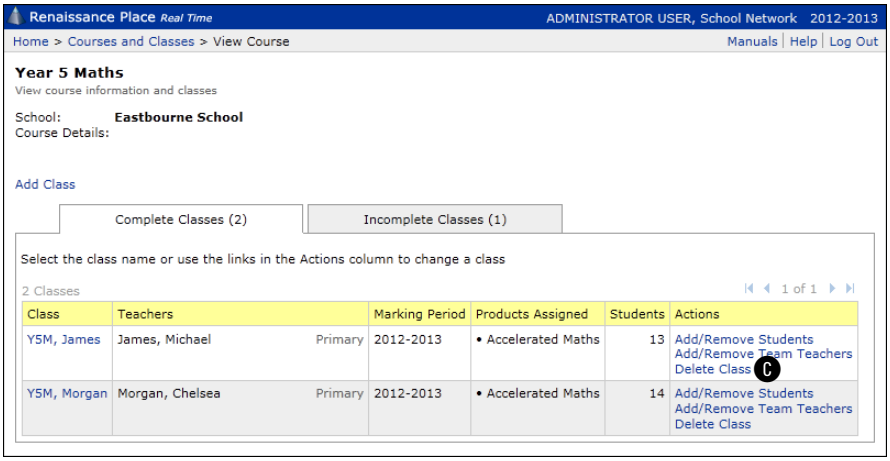
Follow these steps to deactivate or permanently delete a class:

1. On the Home page, click **Courses and Classes**.
2. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.
3. Click the name of the course that has the class you want to delete Ⓑ.

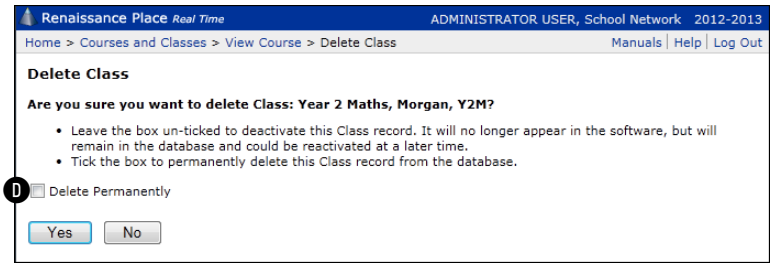
If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with (see page 6). This is the school that you can delete classes for.*



4. Click **Delete Class** Ⓒ in the row for the class you want to delete.



5. If you want to delete the class permanently, tick the **Delete Permanently** box Ⓓ. If you do not tick the box, the class will become deactivated, but it will not be permanently deleted. (The program will not allow you to permanently delete classes that have assigned teachers or enrolled students.)


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Courses and Classes > View Course > Delete Class
Manuals | Help | Log Out
Delete Class
Are you sure you want to delete Class: Year 2 Maths, Morgan, Y2M?
• Leave the box un-ticked to deactivate this Class record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
• Tick the box to permanently delete this Class record from the database.
D
Delete Permanently
Yes
No

6. Click **Yes** to finish deleting or deactivating the class.
7. The program will tell you whether the class has been deactivated or deleted. Click **Continue**.

You can restore classes that have been deactivated. *See "Reactivating Classes" below.*

Reactivating Classes

Who Can Do This?

- ☑ School Network Administrators
- ☑ School Network Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

To restore a class that has been deactivated, follow these steps:

1. Add a class to this course with exactly the same name as the one that was deactivated. When you attempt to save the new class, the Duplicate Class Found page opens because the new class name matches the name of the deactivated class.
2. Click **Activate** to restore the old class.
3. You will be asked if you want to activate just the class or the class and all its associated records. To continue, click **Only** to activate only the class, or click **All Records** to activate the class and all of its records.
4. The program will tell you if the class has been successfully activated. Click **Continue**.

Consolidating Data

Consolidation is only necessary *for Renaissance Place Consolidated Reports, not product-specific reports such as Accelerated Reader's Diagnostic Report, STAR Reading's Test Record Report, etc.*

Data must be consolidated to ensure your Consolidated reports include the most up-to-date information. The procedures in this section tell you how to set up a consolidation schedule and view information about past consolidations.

You should only consolidate data when your Renaissance Place server is not being used because the consolidation process can take some time, and you cannot print reports while data consolidation is running.

Note: Data consolidation cannot take place until a reporting period is added; see "Adding Reporting Periods for Consolidated Reports" on page 18.

Setting Up a Consolidation Schedule

Who Can Do This?

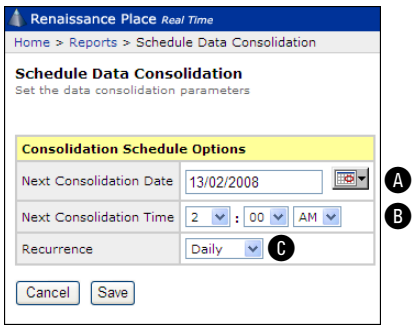
- ☑ School Network Administrators
- ☐ School Network Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

By following the steps below, the program or school network administrator can set up a consolidation schedule so that the software will automatically consolidate data on the date(s) and time you choose. (You cannot schedule consolidations to take place during school hours.)

Consolidation gathers data from all Renaissance Place products that are installed and registered on the server. This data is then used for the Consolidated reports until the next consolidation.

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **Schedule Consolidation** on the left side of the Consolidated Reports page.
3. Enter the date when you want the next consolidation to happen Ⓐ, or click the calendar button and click a date in the calendar that opens.



4. Use the Next Consolidation Date field and **Next Consolidation Time** drop-down lists to choose the time of the next consolidation Ⓑ.
5. Click the **Recurrence** drop-down list to choose whether consolidation should be repeated every day, week or month (or not at all) Ⓒ.
6. Click **Save**.

Viewing the Consolidation Log

Who Can Do This?

☑ School Network Administrators

☐ School Network Staff

☐ School Administrators

☐ School Staff

☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to view a log of previous data consolidations.

Consolidation gathers data from all registered Renaissance Place products on the server. This data is used on Consolidated reports (see page 149) until the next consolidation.

The log can show you when the consolidation was done, which products were consolidated and whether the software encountered any errors.

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **View Logs** on the left side of the Consolidated Reports page.
3. The View Logs page will list each consolidation. The page includes these symbols:

Symbol	Status	Action
(Green)	Normal consolidation in progress	None required.
(Yellow)	Consolidation problem—consolidation continues	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support if necessary.
(Red)	Consolidation failure—consolidation continues	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support.
(Blue)	Normal consolidation is complete	None required.
(Yellow)	Consolidation is complete, but with possible problems	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support if necessary.
(Red)	Consolidation failure	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support.

- To see more information about a specific consolidation, click **View Summary** in the row for that consolidation.
- The Select Consolidation Details for a Specific Product page shows you the status of consolidation for each product. If you would like more information for a product, click **View Details** to go to the View Product Details page.
- If you are unable to determine the cause of a data consolidation failure in Renaissance Place, contact Renaissance Learning Technical Support by email at support@renlearn.co.uk.

Reconsolidation

Who Can Do This?

☑ School Network Administrators

☐ School Network Staff

☐ School Administrators

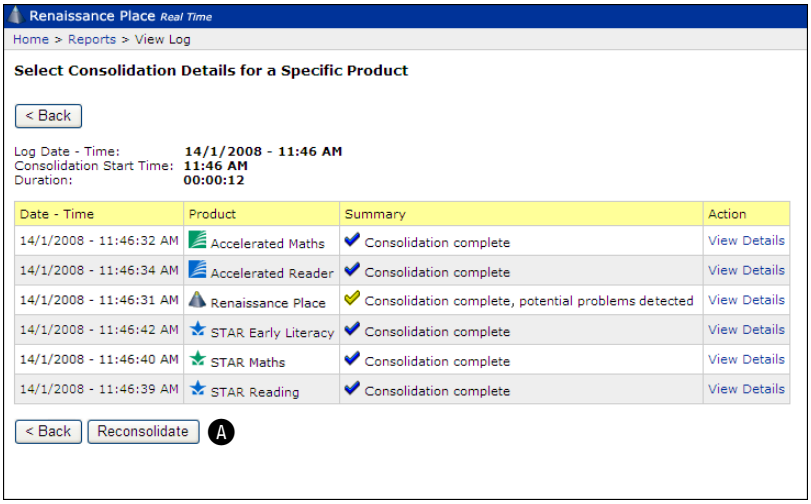
☐ School Staff

☐ Teachers

Learn more about capabilities on page 53.

If the most recent scheduled consolidation fails for one or more applications, you can try to reconsolidate the data.

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **View Logs** on the left side of the Consolidated Reports page.
3. Click **View Summary** at the end of the row for a product where consolidation has failed.
4. On the Select Consolidation Details for a Specific Product page, click **Reconsolidate** at the bottom of the page Ⓐ.



5. A consolidation will begin to run on the products where it has failed previously. Keep the following in mind:
   - You will not be able to view or generate any Consolidated reports until the reconsolidation is complete (just as with a regular consolidation).
   - If the start time of a scheduled consolidation time comes up during an active reconsolidation, the scheduled consolidation will be delayed until after the reconsolidation is done.

Managing Consolidated Reports

About Consolidated Reports

Renaissance Place software allows you to generate and print reports that include data from more than one Renaissance Place product. School network administrators, school administrators and teachers have access to Consolidated reports.

The reports are not available until the following have happened:

- Reporting periods have been added (as described on page 18)
- Consolidation has taken place (to schedule consolidation, see page 141)

For a description of Consolidated reports, see "Report Descriptions" on page 149. To print the reports, see page 149.

Adding More Reporting Periods

To add additional reporting periods, see "Adding Reporting Periods for Consolidated Reports" on page 18.

Editing Reporting Periods

Who Can Do This?

☑ School Network Administrators

☐ School Network Staff

☑ School Administrators

☐ School Staff

☐ Teachers

Learn more about capabilities on page 53.

Reporting periods are used for Consolidated reports. You select the reporting periods to include when you generate one of these reports. Each reporting period is available to every teacher and administrator who uses the Renaissance Place software on this server.

Follow these steps when you want to change a reporting period:

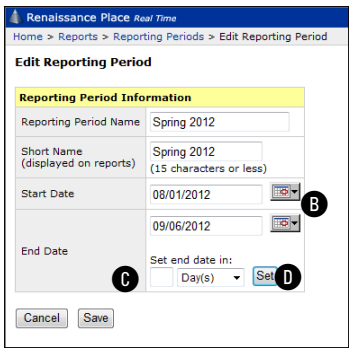
1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **View Reporting Periods** on the left side of the Consolidated Reports page.

Changes to reporting periods *will not be available for Consolidated reports until after the next consolidation.*

3. On the Reporting Periods page click **Edit** Ⓐ in the row for the reporting period that you want to change.

Renaissance Place Real Time
ADMINIS
Home > Reports > Reporting Periods
Reporting Periods
Add Reporting Period
Reporting Period | Start Date | End Date | Actions
Spring 2012 | Sunday, 08 January 2012 | Saturday, 09 June 2012 | Edit | Delete
Fall 2011 | Thursday, 01 September 2011 | Saturday, 07 January 2012 | Edit | Delete
Spring 2011 | Saturday, 08 January 2011 | Saturday, 04 June 2011 | Edit | Delete
Spring 2010 | Sunday, 31 January 2010 | Wednesday, 30 June 2010 | Edit | Delete
Fall 2010 | Thursday, 07 January 2010 | Friday, 01 July 2011 | Edit | Delete
A
Done

4. On the Edit Reporting Period page, make your changes.



   There are three different ways to change the start and end dates for the reporting period:

   - Type the new dates in the appropriate blank fields.
   - Click the calendar buttons next to the fields Ⓑ and click the date in the calendar that opens.
   - Choose a start date, then enter the number of days, weeks or months in the reporting period Ⓒ, and use the drop-down list to choose whether the number refers to **Day(s), Week(s)** or **Month(s)**. Then, click **Set** Ⓓ.

5. Click **Save** to save your changes.

   Your changed reporting periods will be available for reports the next time data is consolidated. (To find out when this will happen, click **Home**, then click **Consolidated Reports** under Dashboards and Reporting to check the Data Consolidation Status.)

Deleting Reporting Periods

Who Can Do This?

- ☑ School Network Administrators
- ☐ School Network Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 53.

Follow these steps to delete reporting periods so that they can no longer be used for Consolidated reports.

Deleting reporting periods that you are not using (such as those from previous school years) can help reduce consolidation time because data is consolidated for each reporting period that you have added.

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **View Reporting Periods** on the Consolidated Reports page.

3. Click **Delete** in the row for each reporting period that you want to delete Ⓐ.

Renaissance Place Real Time
ADMINIS
Home > Reports > Reporting Periods
Reporting Periods
Add Reporting Period
Reporting Period | Start Date | End Date | Actions
Spring 2012 | Sunday, 08 January 2012 | Saturday, 09 June 2012 | Edit | Delete
Fall 2011 | Thursday, 01 September 2011 | Saturday, 07 January 2012 | Edit | Delete
Spring 2011 | Saturday, 08 January 2011 | Saturday, 04 June 2011 | Edit | Delete
Spring 2010 | Sunday, 31 January 2010 | Wednesday, 30 June 2010 | Edit | Delete
Fall 2010 | Thursday, 07 January 2010 | Friday, 01 July 2011 | Edit | Delete
A
Done

4. Click **OK** to confirm that you want to delete the reporting period.
5. Click **Done** to leave the page.

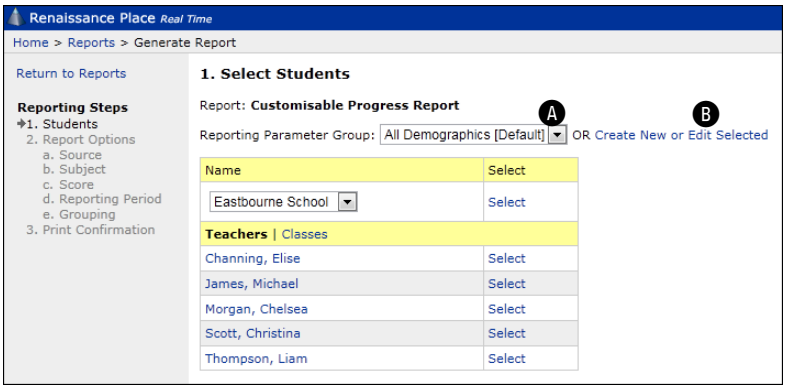
   Your deleted reporting periods will be unavailable for reports the next time data is consolidated. (To find out when this will happen, click **Home**, then click **Consolidated Reports** under Dashboards and Reporting to see the Data Consolidation Status.)

Reporting Parameter Groups

When you print Consolidated reports, you can select or create reporting parameter groups as you select students.

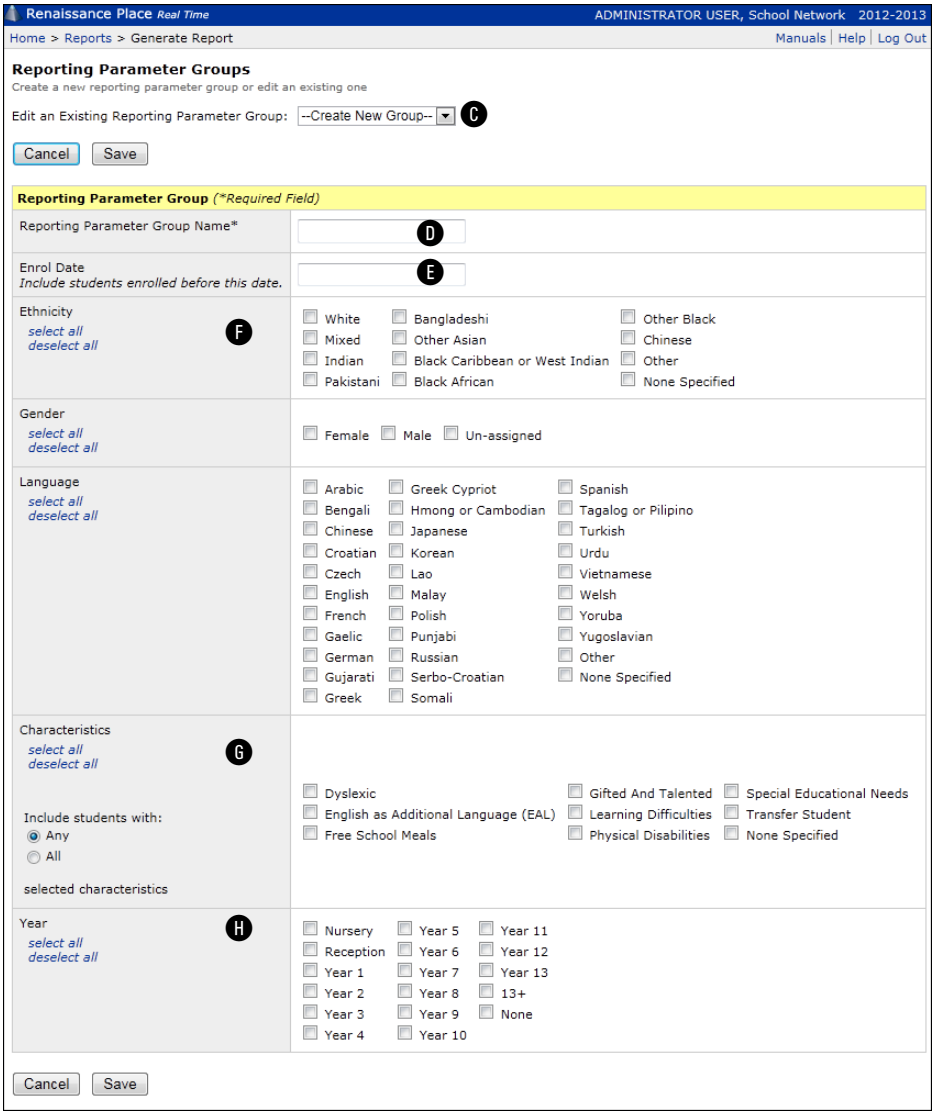
Reporting parameter groups allow you to focus reports on students who were enrolled in the school before a certain date or students with specific ethnicities, genders, languages, characteristics and/or years.

On the Select Students page, you can choose to use a reporting parameter group by clicking the **Reporting Parameter Group** drop-down list Ⓐ, or you can create a new one by clicking **Create New or Edit Selected** Ⓑ.



On the Reporting Parameter groups page, you choose the criteria for the group of students you want to include in the report as described on the next page. Then, click **Save** to save the new group.

The reporting parameter groups that you create in Renaissance Place are also available to you when you print reports for Renaissance Place products, such as Accelerated Reader or STAR Maths. The groups you create are not available to others using the software.



C To change or delete a reporting parameter group that already exists, choose it from the **Edit an Existing Reporting Parameter Group** drop-down list. (The **Delete** button will appear after you choose a group.)

D Enter a name for the group.

E Enter an **Enrol Date** if you want to limit the report to students who were enrolled in the school before that date.

F To select ethnicities, genders or languages to include in the reports, tick the box next to each group you want to include. This information can be specified for each student as you add the student to the database (see page 20).

G To select the students to include based on their characteristics, tick the box next to each one that you want to include. Then, click one of the options to the left to decide if you want to include students with *any* of the ticked characteristics or just those with *all* of the ticked characteristics. (This is only helpful if you have assigned characteristics to students; see page 98.)

H To select students in specific years, tick the box next to each year you want to include. You can select each student's year as you add the student.

Blocking Reports Based on Characteristics or Ethnicity

Teachers and administrators can create a reporting parameter group based on characteristics or ethnicities and use that group to decide which students will be included on their Renaissance Place reports.

If you prefer not to allow personnel to include students based on these criteria, you can remove these two capabilities: Filter Reports by Characteristics and Filter Reports by Ethnicity. Personnel who do not have these capabilities cannot select characteristics or ethnicities when they create a reporting parameter group. Also, when they print reports, characteristics and ethnicity will be omitted.

- To change capabilities for future users who have not yet been added to the database, see page 55.
- To change capabilities for existing users who are already in the database, see page 57.
- To change capabilities for individual users, see page 73.

Report Descriptions

Reports show you scores for your entire school or for a specific teacher, class or student. The following table describes each Consolidated report.

Report Name	Options Available When You Print the Report	Description
Customisable Progress Report	▸ Select the school network, a school, teacher or class ▸ Select up to two products to include ▸ Select up to two subjects ▸ Select up to two score categories (certain products have multiple scores to choose from) ▸ Select two reporting periods for each score category ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Choose to show results as means or medians ▸ Choose whether to print the options you have chosen on the report (this option is ticked by default)	The Customisable Progress Report compares student achievement in one or two products. You choose the score type and two reporting periods to compare. **Note:** When displaying data by year, if the reporting periods are not all from the same school year, students will be included in their current year as of the most recent reporting period displayed. To find out how to print this report, see page 155.

Report Name	Options Available When You Print the Report	Description
Customisable Ranking Report	▸ Select the school network, a school, teacher or class ▸ Select up to three products to include ▸ Select up to three subjects ▸ Select up to three score categories (some products or sources have multiple scores to choose from) ▸ Select up to three reporting periods ▸ Select the column order (by source) ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Choose how to sort data ▸ Choose whether to show scores above or below or between certain criteria ▸ Choose to show results as means or medians; means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification ▸ Choose whether to print the options you have chosen on the report (this option is ticked by default)	The Customisable Ranking Report ranks student achievement from highest to lowest or lowest to highest for up to three products or external sources, subjects, score categories and reporting periods. Report rows are automatically sorted by the rank order of the first data column. Rankings in subsequent columns that differ from the first column are indicated with an asterisk (*). To find out how to print this report, see page 160.
Customisable Status Report	▸ Select the school network, a school, teacher or class ▸ Select up to five products to include ▸ Select up to five subjects ▸ Select up to five score categories (some products or sources have multiple scores to choose from) ▸ Select up to five reporting periods ▸ Select the column order (by source) ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Choose to show results as means or medians ▸ Choose whether to print the options you have chosen on the report (this option is ticked by default)	The Customisable Status Report shows student achievement for up to five products or external sources, subjects, score categories and reporting periods. To find out how to print this report, see page 165.
Implementation Progress Report (Maths or Reading)	▸ Select the school network, a school, teacher or class ▸ Select one subject (maths or reading) ▸ Select up to seven reporting periods ▸ Select how to group data and how to list data in groups (the options available depend on your position)	The Implementation Progress Report compares students' achievement in Accelerated Maths or Accelerated Reader (depending on the subject you select) for up to seven reporting periods. Administrators use this report to see how students are progressing in their maths skills or reading performance. To find out how to print this report, see page 169.

Report Name	Options Available When You Print the Report	Description
Implementation Status Report (Maths or Reading)	▸ Select the school network, a school, teacher or class ▸ Select one subject (maths or reading) ▸ Select one reporting period ▸ Select how to group data and how to list data in groups (the options available depend on your position)	If you choose maths as the subject, the Implementation Status Report shows results of students' comprehension of maths objectives in Accelerated Maths for one reporting period. If you choose reading as the subject, the report shows students' success in their Accelerated Reader reading practice for one reporting period. Administrators use this report to check maths performance or reading performance in the school network or a specific school to see if classes are keeping pace with one another. They can also identify students who need intervention. To find out how to print this report, see page 172.
School-to-Home Report	▸ Select a school, teacher or class ▸ Select products to include ▸ Select one reporting period ▸ Choose whether to include comparisons to average scores of students in the same class and/or students in the same year and school	The School-to-Home report summarises performance of each student in as many as seven Renaissance Place products, in comparison to the average of his or her class or other students in the same year in the school for a selected reporting period. To find out how to print this report, see page 175.

Which Report Should I Use?

The following table can help you find the report that has the information you need. The actual information that you see on Consolidated Reports depends on the products, scores and groups you select as well as the products that you have available.

Information	Reports That Include It
Accelerated Maths	
Engaged Time per day	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report ▸ School-to-Home Report
Median objectives mastered	▸ Implementation Status Report
Objective level, average	▸ Implementation Status Report ▸ School-to-Home Report
Objectives mastered per week	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report
Objectives mastered average	▸ School-to-Home Report

Information	Reports That Include It
Percentage above 85% - tests	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report
Percentage correct test	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ School-to-Home Report
Practice average percentage correct	▸ Implementation Status Report
Practice percent of students at or above 75% average percentage correct	▸ Implementation Status Report
Progress from one reporting period to another	▸ Customisable Progress Report
Ranks	▸ Customisable Ranking Report
Test average percentage correct	▸ Implementation Status Report
Test percentage of students at or above 75% average percentage correct	▸ Implementation Status Report
Accelerated Reader	
ATOS book level (expected range and average actual)	▸ Implementation Status Report ▸ School-to-Home Report *(individual students, average ATOS book level only)*
Average percentage correct	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report ▸ School-to-Home Report *(individual students only)*
Engaged Time per day	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report ▸ School-to-Home Report *(individual students only)*
Fiction, percentage of reading	▸ Implementation Status Report
Independent reading, percentage	▸ Implementation Status Report
Percentage above 85%	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report
Percentage below 85%	▸ Implementation Status Report

Information	Reports That Include It
Percentage correct, average	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report
Percentage fiction	▸ Implementation Status Report
Percentage independent reading	▸ Implementation Status Report
Points earned	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Points, median	▸ Implementation Status Report
Progress from one reporting period to another	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Ranks	▸ Customisable Ranking Report
Students at/above 85% (Number)	▸ Implementation Status Report
Students below 85% (Number)	▸ Implementation Status Report
STAR Early Literacy	
Alphabetic Principle (AP)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Concept of Word (CW)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Early Numeracy (EN)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Literacy Skills Classification	▸ School-to-Home Report *(individual students)*
Mean or median ranks	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Mean or median scores	▸ Customisable Ranking Report ▸ Customisable Status Report
Paragraph-Level Comprehension (PC)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Phonemic Awareness (PA)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Phonics (PH)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report

Information	Reports That Include It
Progress from one reporting period to another	▸ Customisable Progress Report
Ranks	▸ Customisable Ranking Reports
Scaled Score (SS)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ School-to-Home Report *(individual students)*
Sentence-Level Comprehension (SC)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Structural Analysis (SA)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Visual Discrimination (VS)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Vocabulary (VO)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
STAR Maths	
Est. NCL - Maths	▸ School-to-Home Report
Mean or median scores	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Progress from one reporting period to another	▸ Customisable Progress Report
Ranks	▸ Customisable Ranking Report
Scaled Score (SS)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report ▸ School-to-Home Report
STAR Reading	
Est. Reading Age	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Mean or median scores	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report
Progress from one reporting period to another	▸ Customisable Progress Report
Ranks	▸ Customisable Ranking Report
Scaled Score (SS)	▸ Customisable Progress Report ▸ Customisable Ranking Report ▸ Customisable Status Report

Printing Consolidated Reports

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

Consolidated reports give you an overview of student and school performance in multiple Renaissance Place products (Accelerated Maths, Accelerated Reader, STAR Reading, STAR Maths and/or STAR Early Literacy).

Data must be consolidated before you can generate these reports. Your data is consolidated according to the schedule you set; see page 141.

You will need a PDF reader installed to view and print the reports. If you do not have one installed, you can click **Get Adobe Reader** on the Consolidated Reports page to go to a website where you can download Adobe Reader.

Student data will always appear in reports in association with the school where they were enrolled when they worked in a product. For example, historical data from lower years will still be associated with lower years, even though the students have since advanced to middle years.

For detailed reports about student work in each product, *select the product on the Home page and click* ***Reports*** *in the popup menu. For example, to get detailed reports about students' reading practice, click* ***Accelerated Reader****, then* ***Reports****.*

Follow the instructions for the report you want to print:

Report	See Page	Report	See Page
Customisable Progress	155	Implementation Progress	169
Customisable Ranking	160	Implementation Status	172
Customisable Status	165	School-to-Home	175

Customisable Progress Report

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

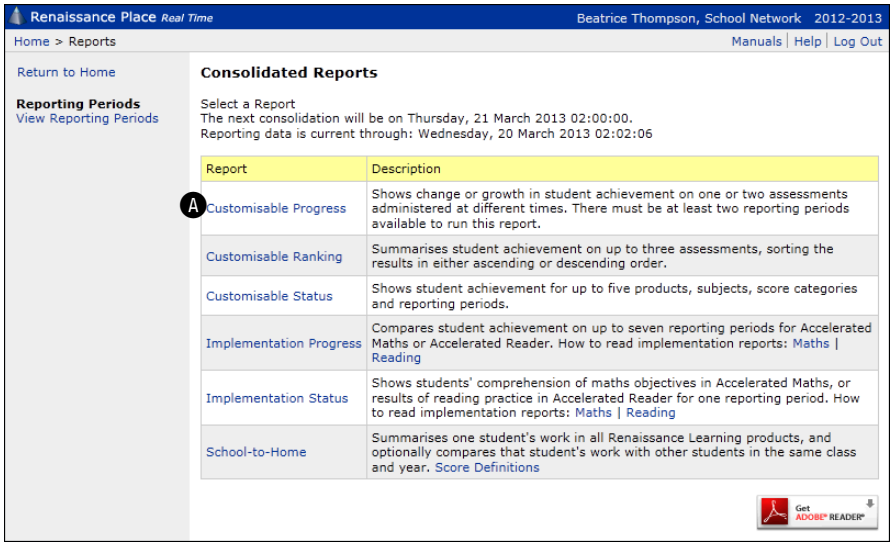
Learn more about capabilities on page 53.

The Customisable Progress Report compares student achievement on one or two products over time; it shows you scores for a year or school and the change in those scores over time.

Follow these steps to choose the options for this report and generate the report:

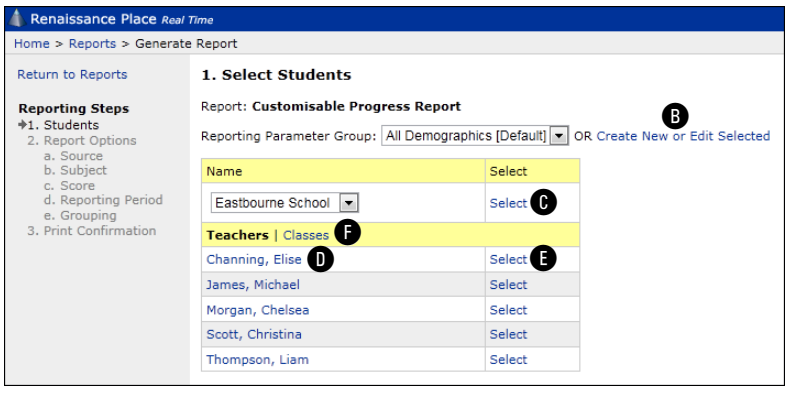
1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.

2. Click **Customisable Progress** Ⓐ.

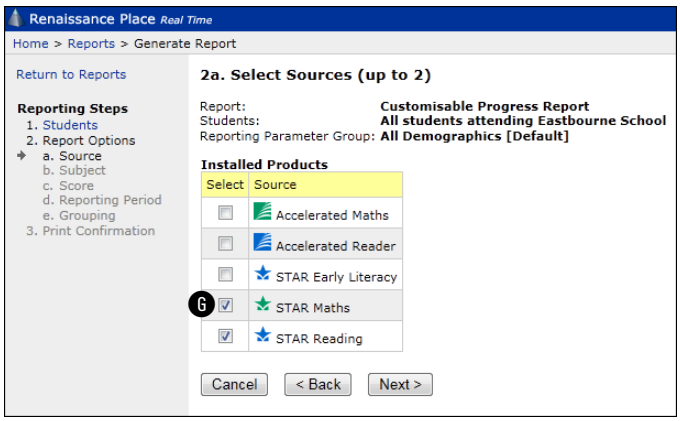

Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Reports
Manuals | Help | Log Out
Return to Home
Reporting Periods
View Reporting Periods
Consolidated Reports
Select a Report
The next consolidation will be on Thursday, 21 March 2013 02:00:00.
Reporting data is current through: Wednesday, 20 March 2013 02:02:06
Report
Description
A
Customisable Progress
Shows change or growth in student achievement on one or two assessments administered at different times. There must be at least two reporting periods available to run this report.
Customisable Ranking
Summarises student achievement on up to three assessments, sorting the results in either ascending or descending order.
Customisable Status
Shows student achievement for up to five products, subjects, score categories and reporting periods.
Implementation Progress
Compares student achievement on up to seven reporting periods for Accelerated Maths or Accelerated Reader. How to read implementation reports: Maths | Reading
Implementation Status
Shows students' comprehension of maths objectives in Accelerated Maths, or results of reading practice in Accelerated Reader for one reporting period. How to read implementation reports: Maths | Reading
School-to-Home
Summarises one student's work in all Renaissance Learning products, and optionally compares that student's work with other students in the same class and year. Score Definitions
Get ADOBE READER

> ***If the Customisable Progress Report is not available,*** *make sure you had at least two reporting periods at the time you last consolidated data. To add reporting periods, see page 18.*

3. On the next page, choose the students you wish to include in the report:
   - If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, years or students who were enrolled in the school before a certain date, use a reporting parameter group. You can select one from the Reporting Parameter Group drop-down list or click **Create New or Edit Selected** Ⓑ. (For more information, see page 147.)
   - To select all the students in the school, click **Select** at the end of the row for the school Ⓒ. If you have access to more than one school, use the drop-down list to choose the one you want.
   - To select all the students in a *single* class taught by a specific teacher, click the teacher's name Ⓓ, then click **Select** at the end of the row for the class. (You will also see a drop-down list allowing you to switch to a different teacher if you wish.)
   - To select all the students in *all* classes taught by a specific teacher, click **Select** at the end of a row for the teacher Ⓔ.
   - To select all the students in a class, click **Classes** Ⓕ, and then click **Select** at the end of a row for a class.

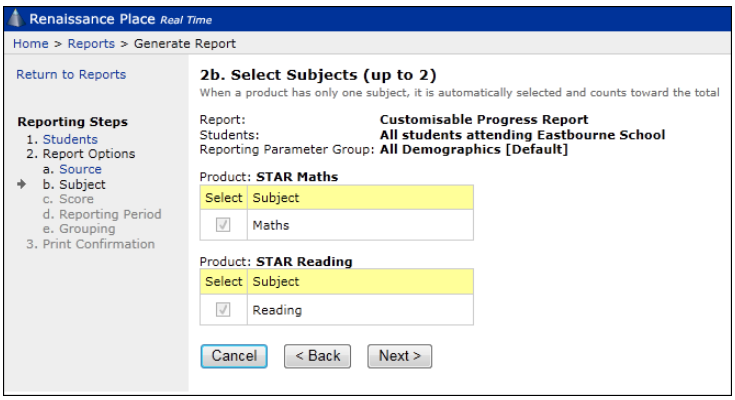


4. Next, tick the box next to the Renaissance Place products Ⓖ that you want to include in the report. (The products that are available for this report are listed.) After choosing the products, click **Next >**.



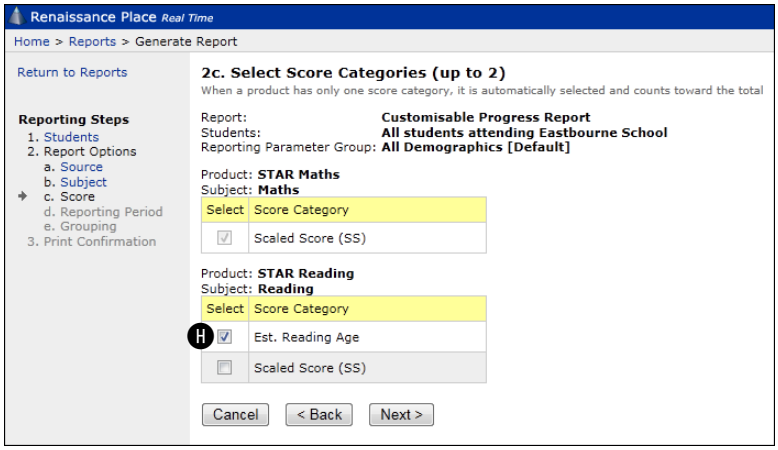
Sample report. *On the left side of most pages in this procedure, you will see a sample report. If you want to see a larger version of the sample, click the report.*

5. Next, you will see that the program has ticked the box next to the subject for each product you chose. Since the products only address one subject, the tick cannot be removed. Click **Next >**.

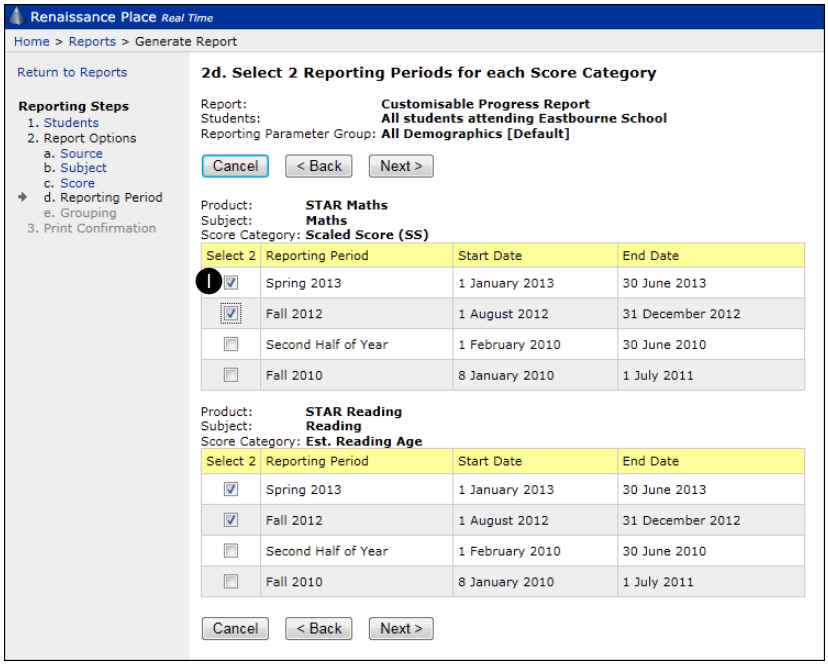


If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

6. Select up to two score categories from the products in the report ❽. (To select a score, tick the box next to it.) Note that the limit of two is for all products you selected, so if you selected two products, you can only choose one score for each product. When you are ready to continue, click **Next >**.

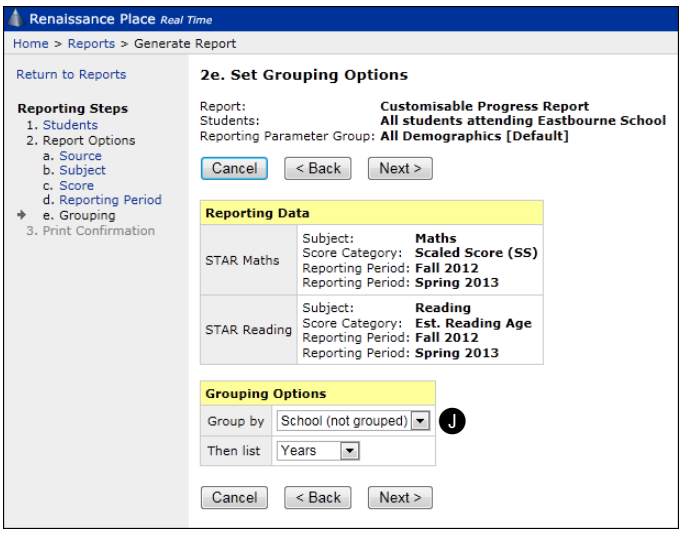


7. Next, you must select two reporting periods for each score category ❶. The report will show the students' progress from one reporting period to the other. (To add other reporting periods, see page 18.) Click **Next >** to continue.

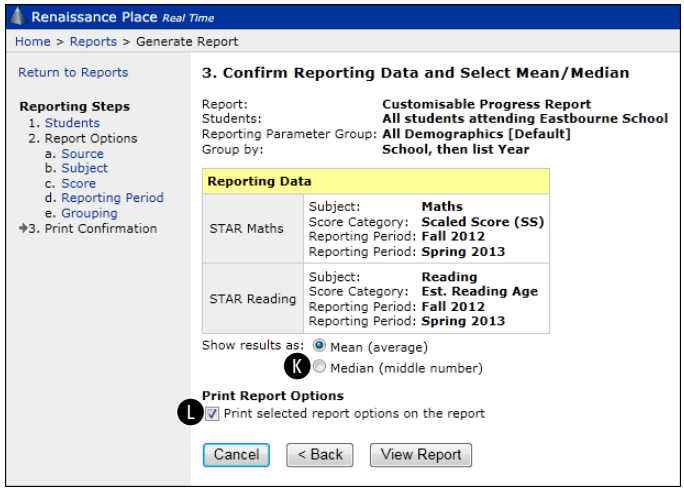


To change the reporting periods that are available, *see page 18 to add reporting periods, page 144 to edit them or page 145 to delete them.*

8. On the next page, click the **Group by** drop-down list to choose how you want the information on the report grouped Ⓙ. Click the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



9. The next page will list the information you have chosen to include on the report. Now, choose whether to include the mean or median scores by clicking one of the options below the reporting data Ⓚ. You can also choose whether to print the options you have chosen on the report Ⓛ. Click **View Report** to generate the report.



10. When the report is ready, it is displayed in a separate window or tab.

    If it opens in Adobe Reader, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom centre of the document or press F8.)

Customisable Ranking Report

Who Can Do This?

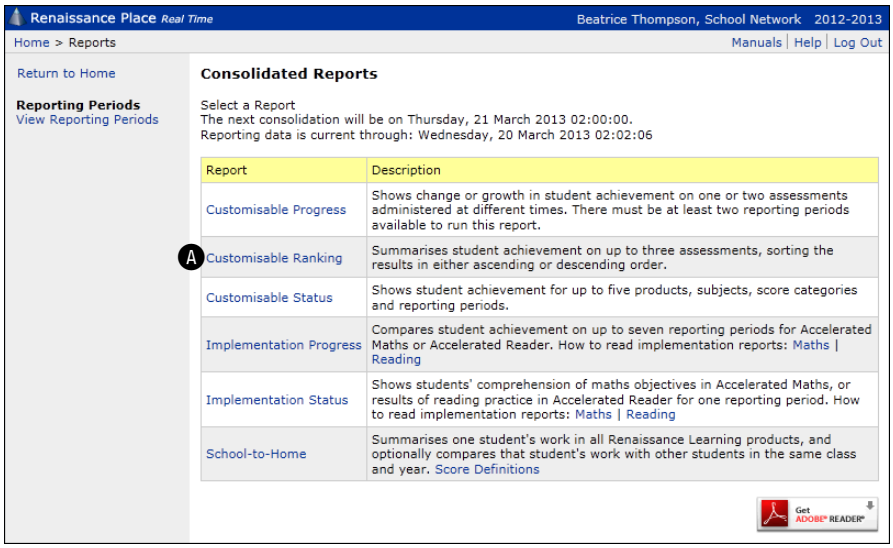
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

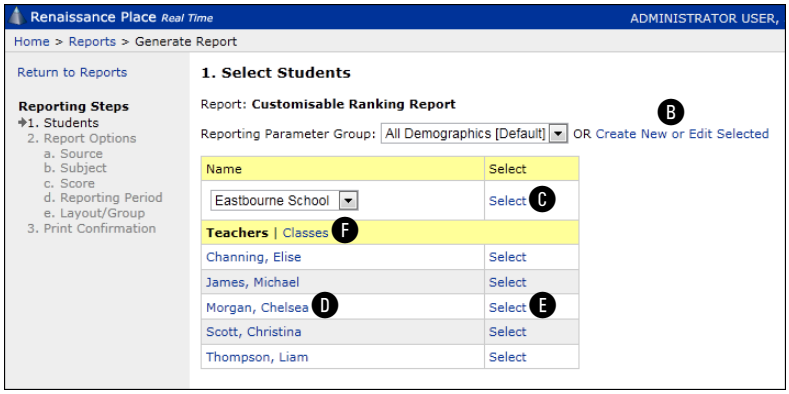
The Customisable Ranking Report shows how students in each group performed in selected products or sources in the reporting periods you select. It also ranks scores from highest to lowest or lowest to highest.

Follow these steps to choose the options for the report and print the report:

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **Customisable Ranking** Ⓐ.


Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Reports
Manuals | Help | Log Out
Return to Home
Reporting Periods
View Reporting Periods
Consolidated Reports
Select a Report
The next consolidation will be on Thursday, 21 March 2013 02:00:00.
Reporting data is current through: Wednesday, 20 March 2013 02:02:06
Report
Description
Customisable Progress
Shows change or growth in student achievement on one or two assessments administered at different times. There must be at least two reporting periods available to run this report.
A
Customisable Ranking
Summarises student achievement on up to three assessments, sorting the results in either ascending or descending order.
Customisable Status
Shows student achievement for up to five products, subjects, score categories and reporting periods.
Implementation Progress
Compares student achievement on up to seven reporting periods for Accelerated Maths or Accelerated Reader. How to read implementation reports: Maths | Reading
Implementation Status
Shows students' comprehension of maths objectives in Accelerated Maths, or results of reading practice in Accelerated Reader for one reporting period. How to read implementation reports: Maths | Reading
School-to-Home
Summarises one student's work in all Renaissance Learning products, and optionally compares that student's work with other students in the same class and year. Score Definitions

3. On the next page, choose the students you wish to include in the report:

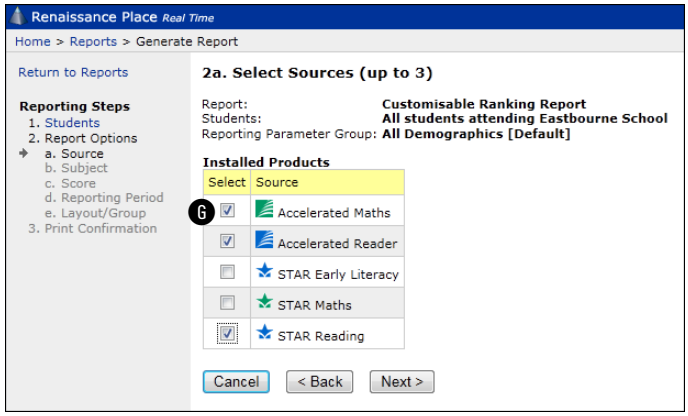


- If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, years or students who were enrolled in the school before a certain date, use a reporting parameter group. You can select one from the Reporting Parameter Group drop-down list or click **Create New or Edit Selected** Ⓑ. (For more information, see page 147.)

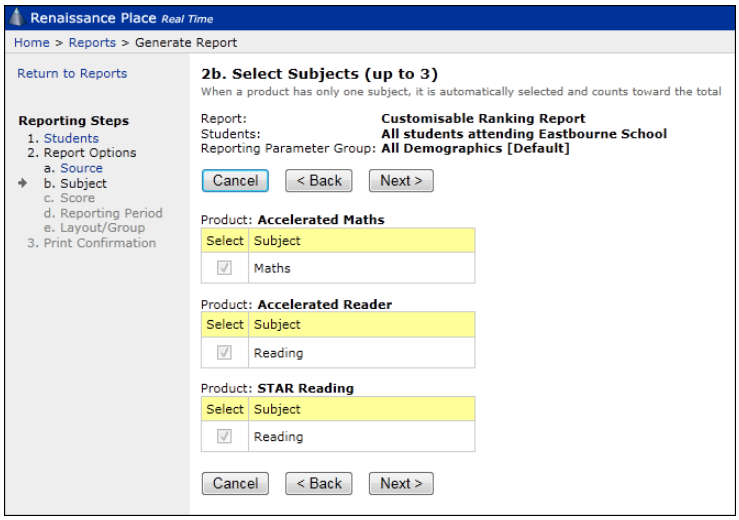
- To select all the students in a school, click **Select** at the end of the row for the school Ⓒ. If you have access to more than one school, use the drop-down list to choose the one you want.
- To select all the students in a *single* class taught by a specific teacher, click the teacher's name Ⓓ, then click **Select** at the end of the row for the class. (You will also see a drop-down list allowing you to switch to a different teacher if you wish.)
- To select all the students in *all* classes taught by a specific teacher, click **Select** at the end of a row for the teacher Ⓔ.
- To select all the students in a class, click **Classes** Ⓕ, and then click **Select** at the end of a row for a class.

If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

4. Tick the box next to up to three Renaissance Place products Ⓖ that you want to include in the report. (The products that are available for the report are listed.) After choosing the products and/or sources, click **Next >.**

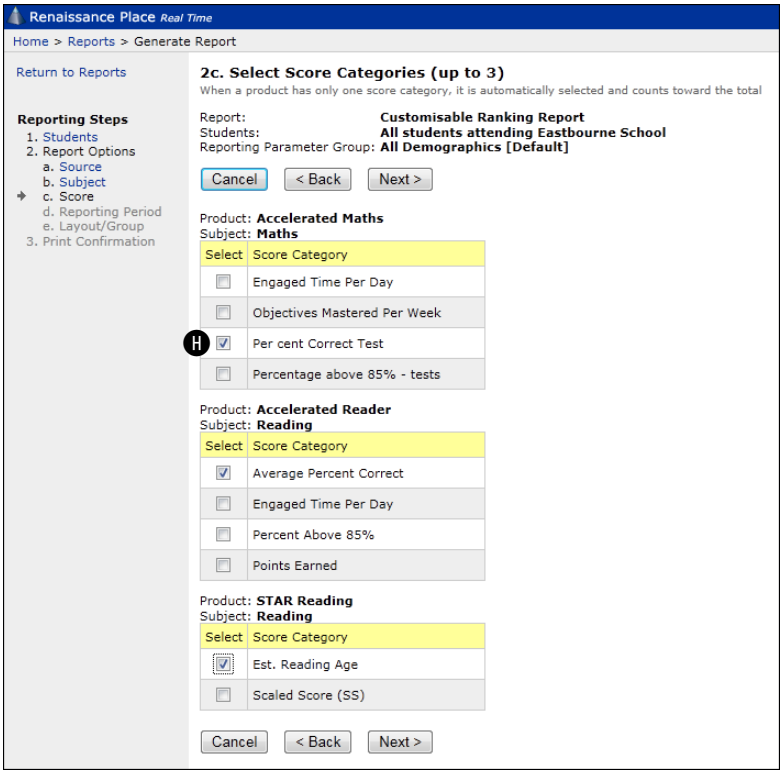


5. Next, you will see that the program has ticked the box next to the subject for each product you chose. Since the products only address one subject, the tick mark cannot be removed. Click **Next >.**



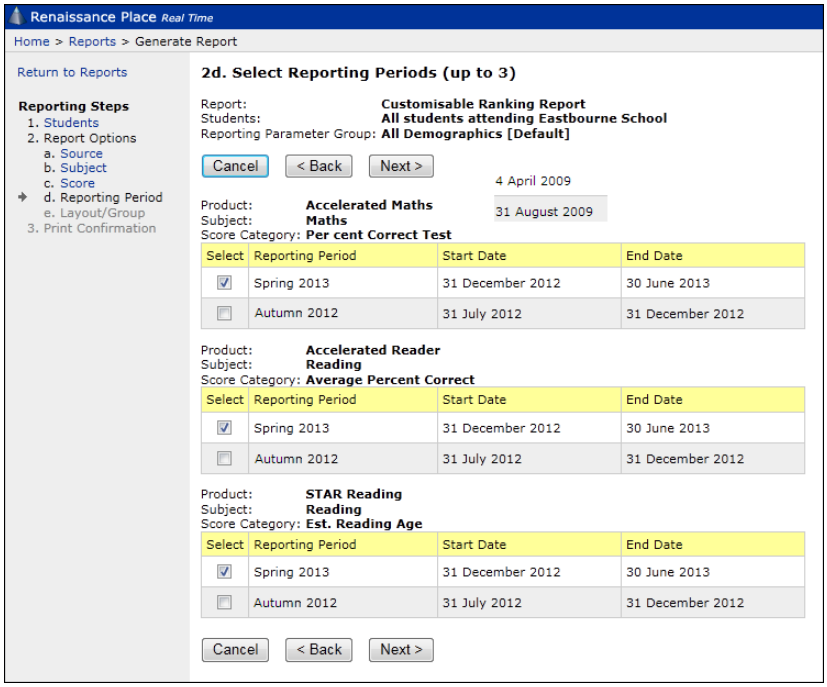
For the definitions of the scores in the STAR products, *click a STAR product on your Home page, then click* ***Resources****, and then click* ***Definitions.***

6. Select up to three score categories from the products in the report Ⓗ by ticking the boxes. (Note that the limit of three is the total for all products you selected.) After choosing the scores, click **Next >.**

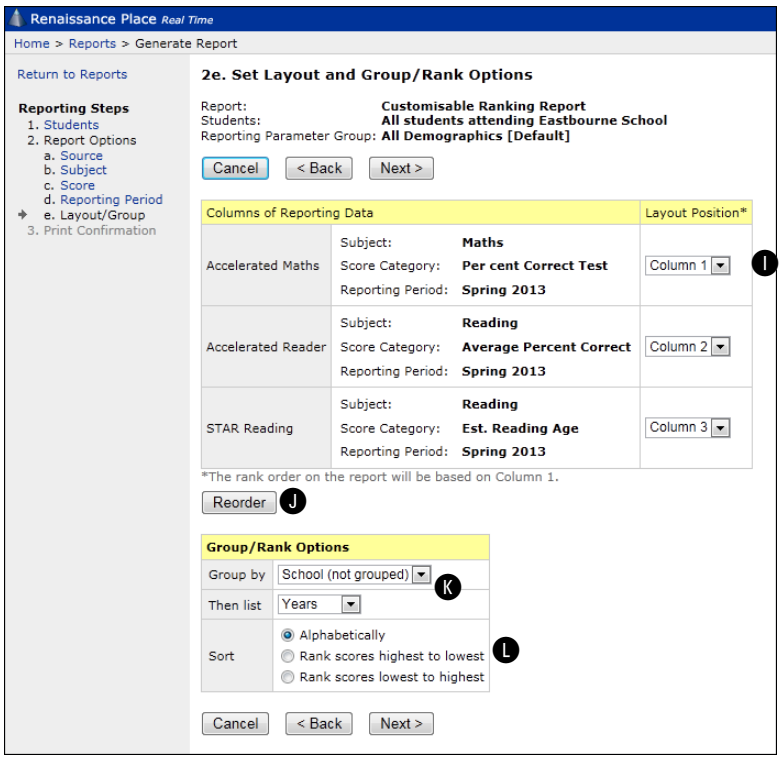


To change the reporting periods that are available, *see page 18 to add reporting periods, page 144 to edit them or page 145 to delete them.*

7. Next, select up to three reporting periods. Then, click **Next >** to continue.

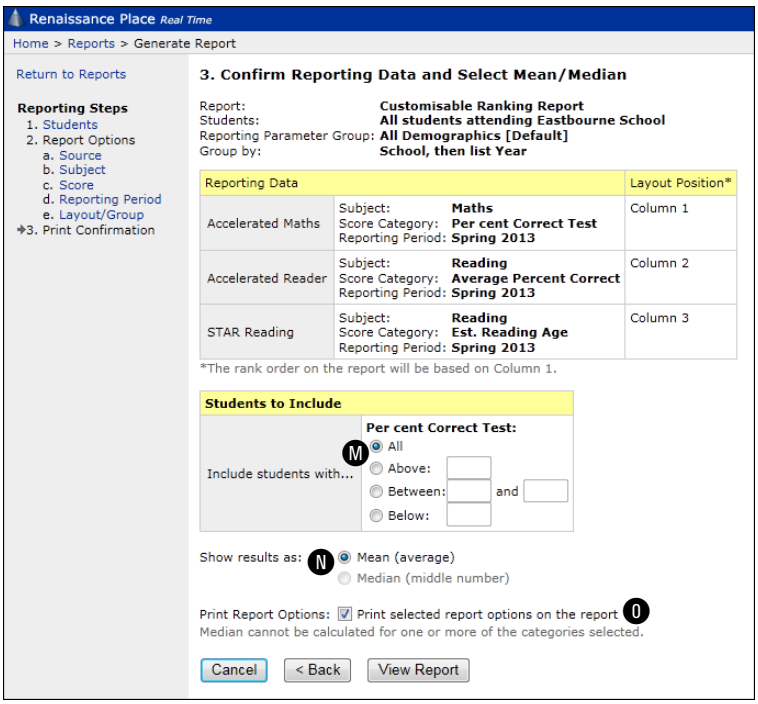


8. On the next page, use the Layout Position drop-down lists Ⓘ to choose the column order for the products you have chosen to include. Then, click **Reorder** Ⓙ.



9. Click the **Group by** drop-down list to choose how you want the information on the report grouped Ⓚ. Use the **Then list** drop-down list to choose what to list in the group.
10. Click one of the sorting options Ⓛ to decide whether to sort items in the group alphabetically or by rank (from highest to lowest or lowest to highest). Then, click **Next >.**

11. Next, click one of the Students to Include options Ⓜ to choose whether to include all students or just those with scores above, between or below the score(s) you specify. If you choose **Above, Between** or **Below,** be sure to enter the scores in the blank fields provided.



12. Click one of the options at the bottom of the page Ⓝ to choose whether to show mean or median scores. **Note:** Means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification. If you want a list of all the options you have chosen for this report to be included on the report, tick the **Print selected report options on the report** box Ⓞ.
13. Click **View Report** to see the report.
14. When the report is ready, it is displayed in a separate window or tab.

    If it opens in Adobe Reader, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom centre of the document or press F8.)

Customisable Status Report

Who Can Do This?

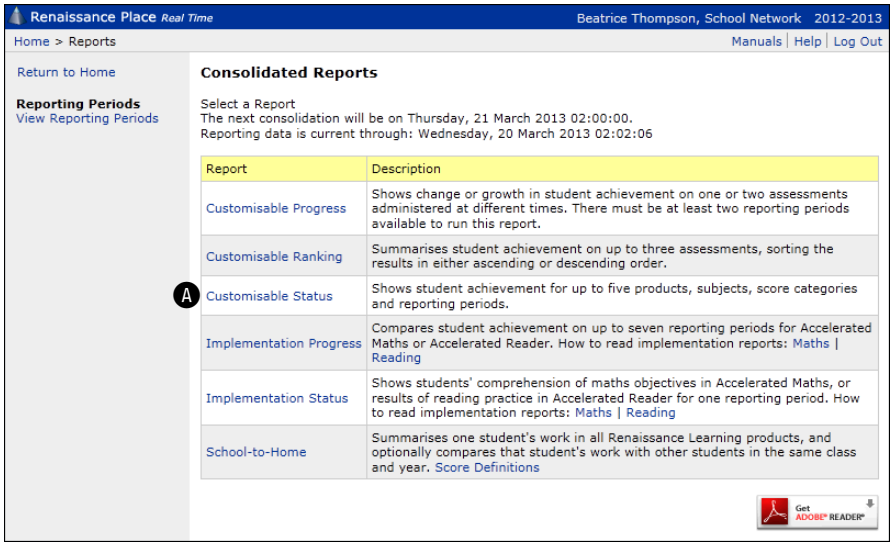
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

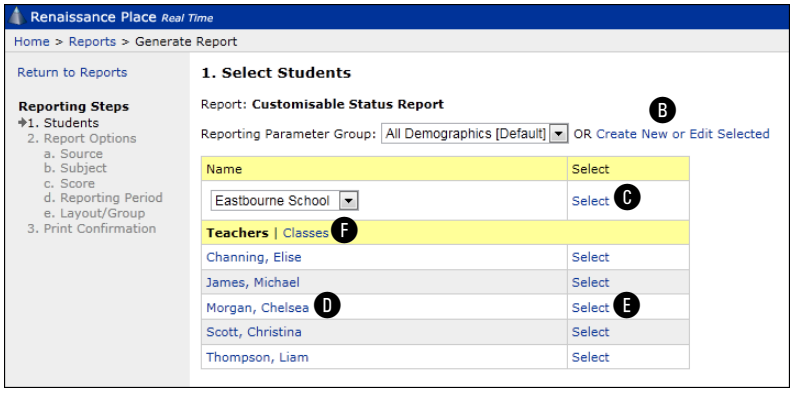
The Customisable Status Report shows how students in each group did in selected products in the reporting periods you selected.

Follow these steps to choose the options for the report and print the report:

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **Customisable Status** Ⓐ.


Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Reports
Manuals | Help | Log Out
Return to Home
Reporting Periods
View Reporting Periods
Consolidated Reports
Select a Report
The next consolidation will be on Thursday, 21 March 2013 02:00:00.
Reporting data is current through: Wednesday, 20 March 2013 02:02:06
Report
Description
Customisable Progress
Shows change or growth in student achievement on one or two assessments administered at different times. There must be at least two reporting periods available to run this report.
Customisable Ranking
Summarises student achievement on up to three assessments, sorting the results in either ascending or descending order.
A
Customisable Status
Shows student achievement for up to five products, subjects, score categories and reporting periods.
Implementation Progress
Compares student achievement on up to seven reporting periods for Accelerated Maths or Accelerated Reader. How to read implementation reports: Maths | Reading
Implementation Status
Shows students' comprehension of maths objectives in Accelerated Maths, or results of reading practice in Accelerated Reader for one reporting period. How to read implementation reports: Maths | Reading
School-to-Home
Summarises one student's work in all Renaissance Learning products, and optionally compares that student's work with other students in the same class and year. Score Definitions

3. On the next page, choose the students you wish to include in the report:

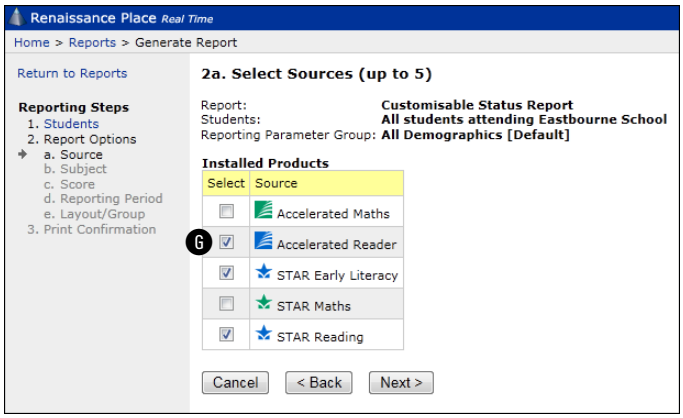


- If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, years or students who were enrolled in the school before a certain date, use a reporting parameter group. You can select one from the Reporting Parameter Group drop-down list or click **Create New or Edit Selected** Ⓑ. (For more information, see page 147.)
- To select all the students in a school, click **Select** in the row for the school Ⓒ. If you have access to more than one school, use the drop-down list to choose the one you want.

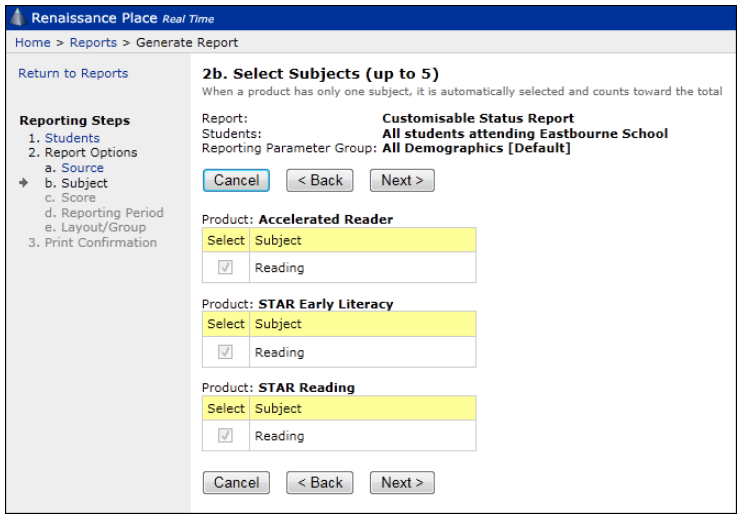
- To select all the students in a *single* class taught by a specific teacher, click the teacher's name Ⓓ, then click **Select** at the end of the row for the class. (You will also see a drop-down list allowing you to switch to a different teacher if you wish.)
- To select all the students in *all* classes taught by a specific teacher, click **Select** at the end of a row for the teacher Ⓔ.
- To select all the students in a class, click **Classes** Ⓕ and then click **Select** at the end of a row for a class.

If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

4. Tick the box next to the Renaissance Place products Ⓖ that you want to include in the report. You can choose up to five from the products listed. After choosing the products, click **Next >.**

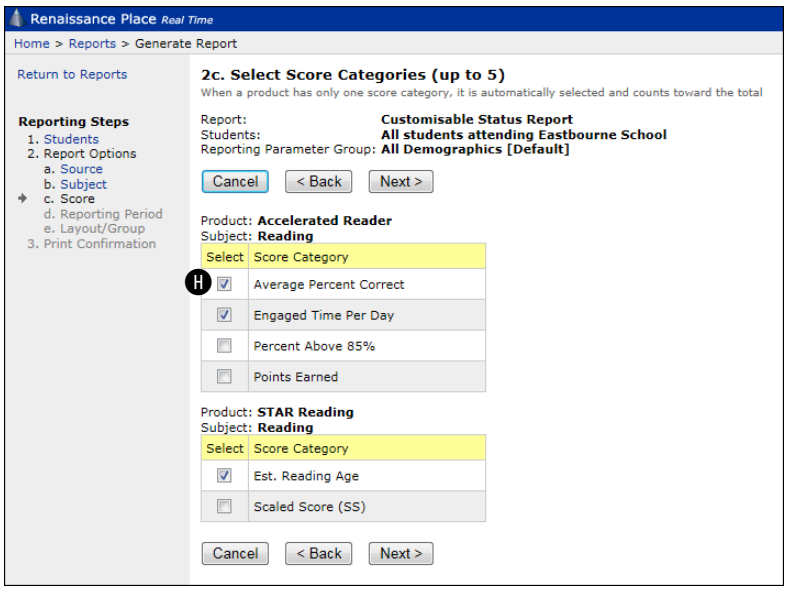


5. Next, you will see that the program has ticked the box next to the subject for each product you chose. Since the products only address one subject, the tick mark cannot be removed. Click **Next >.**



For the definitions of the scores in the STAR products, *click a STAR product on your Home page, then click* ***Resources****, and then click* ***Definitions.***

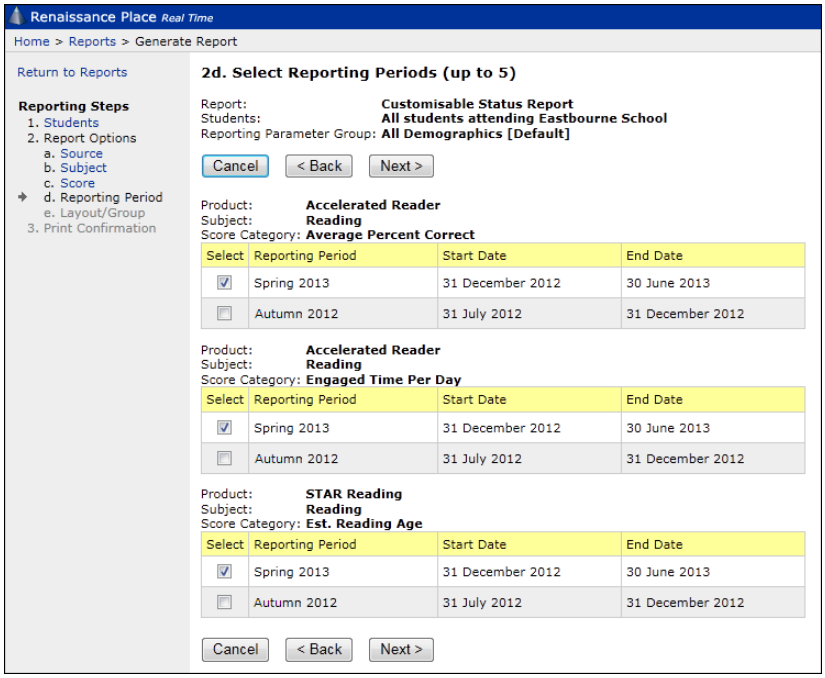
6. Select up to five score categories from the products in the report Ⓗ by ticking the boxes. (Note that the limit of five is the total for all products you selected.) After choosing the scores, click **Next >.**



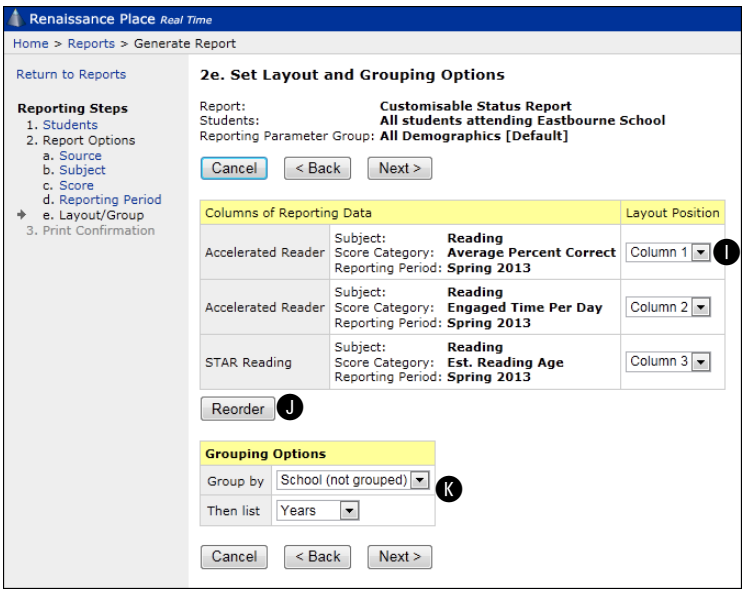
Ⓗ

To change the reporting periods that are available, *see page 18 to add reporting periods, page 144 to edit them or page 145 to delete them.*

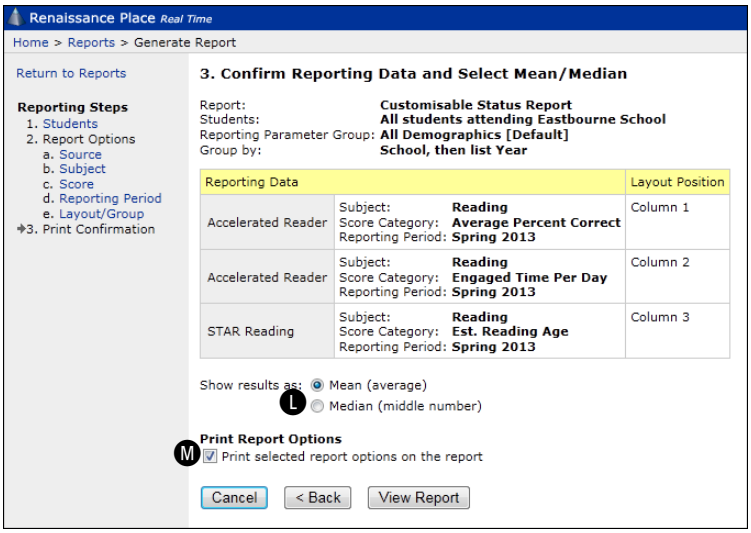
7. Next, select up to five reporting periods. Then, click **Next >** to continue.



8. On the next page, use the Layout Position drop-down lists Ⓘ to choose the column order for the products you have chosen to include. Then, click **Reorder** Ⓙ.



9. Click the **Group by** drop-down list to choose how you want the information on the report grouped Ⓚ. Use the **Then list** drop-down list to choose what to list in the group.
10. Click **Next >.**
11. The next page will list the information you have chosen to include on the report. Now, choose whether to include mean or median scores by clicking one of the options Ⓛ below the reporting data. If you want a list of all the options you have chosen for this report to be included on the report, tick the **Print selected report options on the report** box Ⓜ.



12. Click **View Report** to see the report.
13. When the report is ready, it is displayed in a separate window or tab.

    If it opens in Adobe Reader, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom centre of the document or press F8.)

Implementation Progress Report

Who Can Do This?

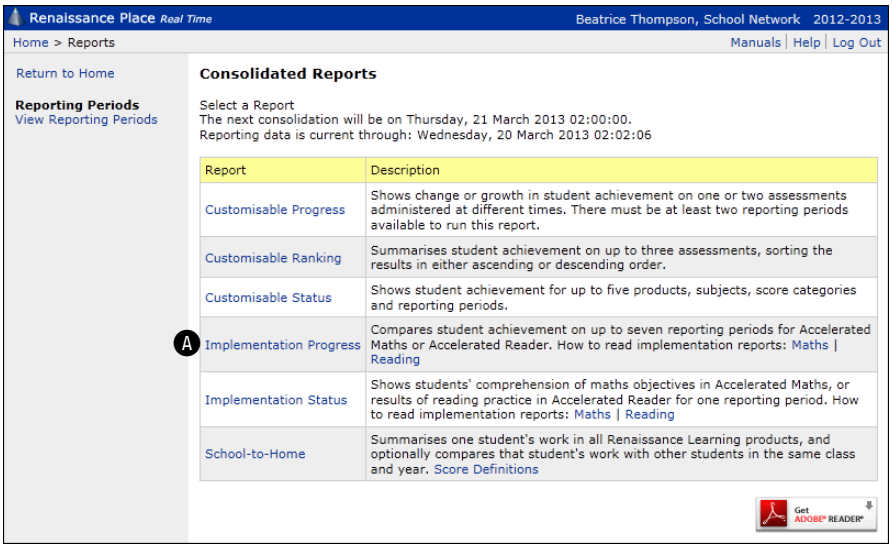
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

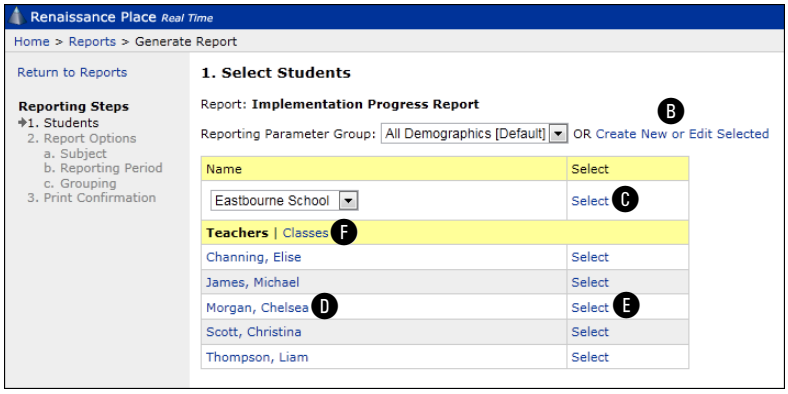
The Implementation Progress Report compares student achievement in Accelerated Reader or Accelerated Maths in up to seven reporting periods.

To choose options for the report and generate it, follow these steps:

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **Implementation Progress** Ⓐ.


Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Reports
Manuals | Help | Log Out
Return to Home
Reporting Periods
View Reporting Periods
Consolidated Reports
Select a Report
The next consolidation will be on Thursday, 21 March 2013 02:00:00.
Reporting data is current through: Wednesday, 20 March 2013 02:02:06
Report
Description
Customisable Progress
Shows change or growth in student achievement on one or two assessments administered at different times. There must be at least two reporting periods available to run this report.
Customisable Ranking
Summarises student achievement on up to three assessments, sorting the results in either ascending or descending order.
Customisable Status
Shows student achievement for up to five products, subjects, score categories and reporting periods.
A
Implementation Progress
Compares student achievement on up to seven reporting periods for Accelerated Maths or Accelerated Reader. How to read implementation reports: Maths | Reading
Implementation Status
Shows students' comprehension of maths objectives in Accelerated Maths, or results of reading practice in Accelerated Reader for one reporting period. How to read implementation reports: Maths | Reading
School-to-Home
Summarises one student's work in all Renaissance Learning products, and optionally compares that student's work with other students in the same class and year. Score Definitions

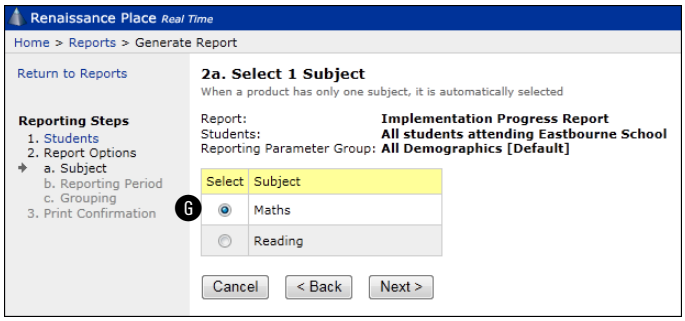
3. On the next page, choose the students you wish to include in the report:



- If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, years or students who were enrolled in the school before a certain date, use a reporting parameter group. You can select one from the Reporting Parameter Group drop-down list or click **Create New or Edit Selected** B. (For more information, see page 147.)
- To select all the students in a school, click **Select** in the row for the school C. If you have access to more than one school, use the drop-down list to choose the one you want.
- To select all the students in a *single* class taught by a specific teacher, click the teacher's name D, then click **Select** at the end of the row for the class. (You will also see a drop-down list allowing you to switch to a different teacher if you wish.)
- To select all the students in *all* classes taught by a specific teacher, click **Select** at the end of a row for the teacher E.
- To select all the students in a class, click **Classes** F and then click **Select** at the end of a row for a class.

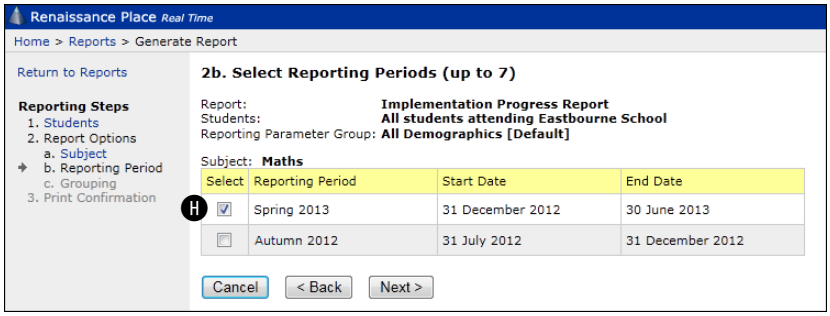
4. Click the subject you want G. If you choose Maths, the report will include Accelerated Maths data; if you choose Reading, it will include Accelerated Reader data. Click **Next >**.

Sample report. *On the left side of most pages in this procedure, you will see a sample report. If you want to see a larger version of the sample, click the report.*

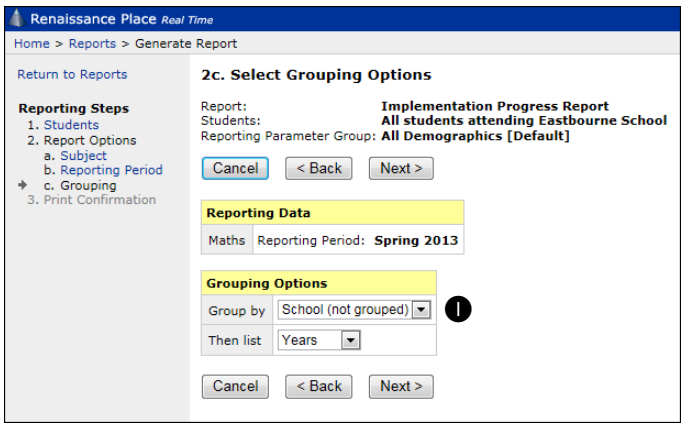


5. Next, tick the boxes to select up to seven reporting periods H. (To add more reporting periods, see page 18.) Click **Next >**.

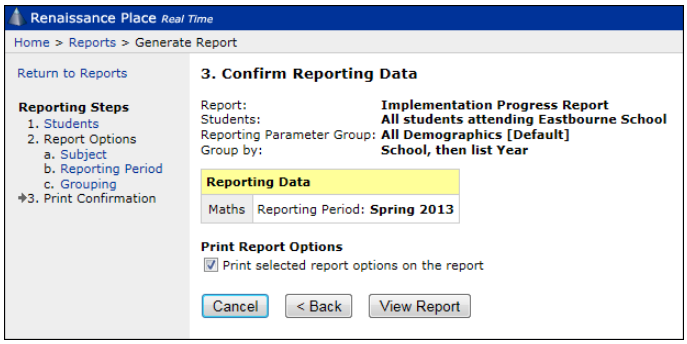
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*



6. On the next page, click the **Group by** drop-down list to choose how you want the information on the report grouped ❶. Click the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



7. The next page will list the information you have chosen to include on the report. Click **View Report** to generate the report.



8. When the report is ready, it is displayed in a separate window or tab.

   If it opens in Adobe Reader, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom centre of the document or press F8.)

Implementation Status Report

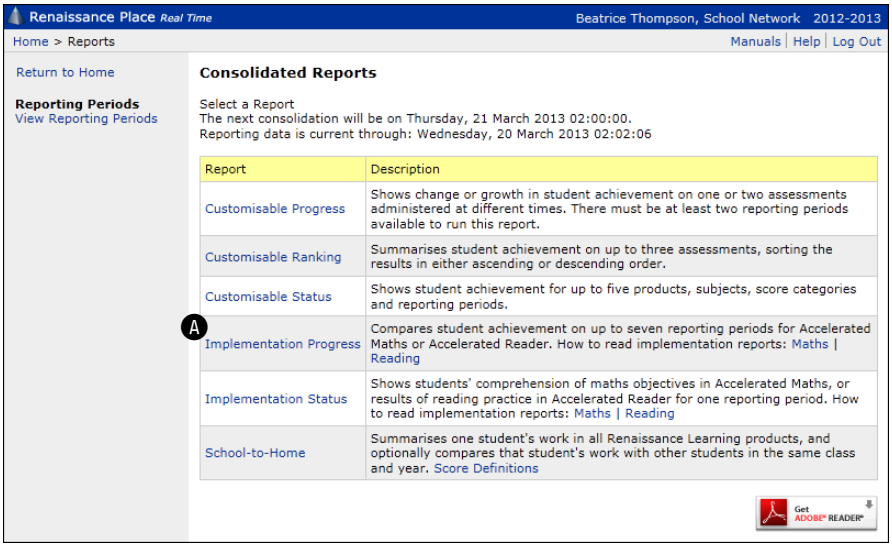
Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

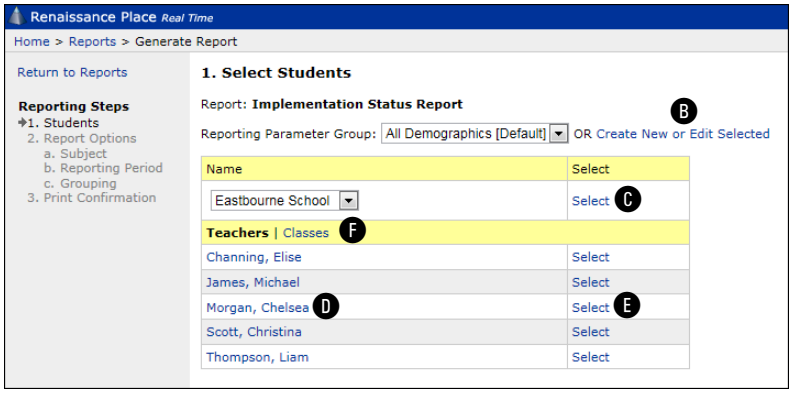
Learn more about capabilities on page 53.

The Implementation Status Report shows how students in a group did in Accelerated Reader or Accelerated Maths in selected reporting periods. It also ranks scores from highest to lowest. To choose the options for the report and generate it, follow these steps:

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **Implementation Status** Ⓐ.


Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Reports
Manuals | Help | Log Out
Return to Home
Reporting Periods
View Reporting Periods
Consolidated Reports
Select a Report
The next consolidation will be on Thursday, 21 March 2013 02:00:00.
Reporting data is current through: Wednesday, 20 March 2013 02:02:06
Report
Description
Customisable Progress
Shows change or growth in student achievement on one or two assessments administered at different times. There must be at least two reporting periods available to run this report.
Customisable Ranking
Summarises student achievement on up to three assessments, sorting the results in either ascending or descending order.
Customisable Status
Shows student achievement for up to five products, subjects, score categories and reporting periods.
A
Implementation Progress
Compares student achievement on up to seven reporting periods for Accelerated Maths or Accelerated Reader. How to read implementation reports: Maths | Reading
Implementation Status
Shows students' comprehension of maths objectives in Accelerated Maths, or results of reading practice in Accelerated Reader for one reporting period. How to read implementation reports: Maths | Reading
School-to-Home
Summarises one student's work in all Renaissance Learning products, and optionally compares that student's work with other students in the same class and year. Score Definitions

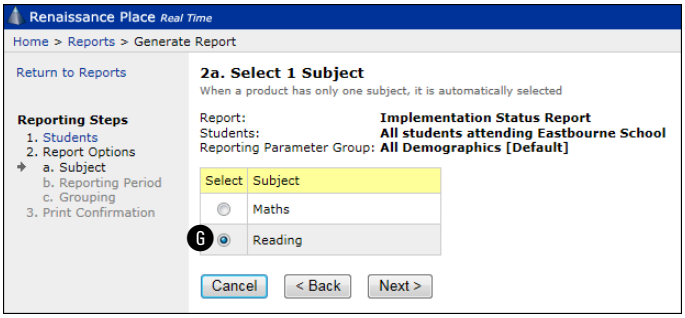
3. On the next page, choose the students you wish to include in the report:



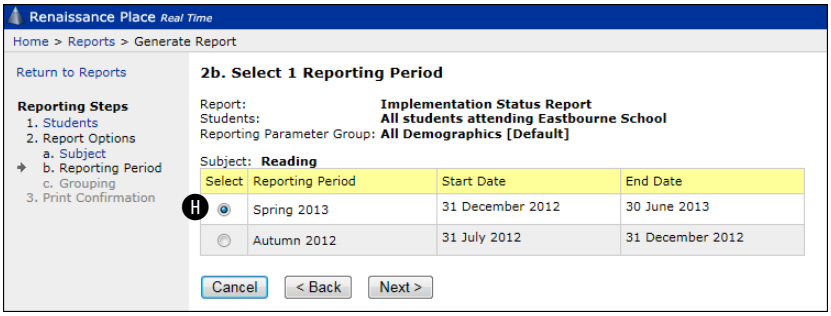
- If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, years or students who were enrolled in the school before a certain date, use a reporting parameter group. You can select one from the Reporting Parameter Group drop-down list or click **Create New or Edit Selected** Ⓑ. (For more information, see page 147.)

- To select all the students in a school, click **Select** in the row for the school (D). If you have access to more than one school, use the drop-down list to choose the one you want.
- To select all the students in a *single* class taught by a specific teacher, click the teacher's name (D), then click **Select** at the end of the row for the class. (You will also see a drop-down list allowing you to switch to a different teacher if you wish.)
- To select all the students in *all* classes taught by a specific teacher, click **Select** at the end of a row for the teacher (E).
- To select all the students in a class, click **Classes** (F), and then click **Select** at the end of a row for a class.

4. Click the subject you want (G). If you choose Maths, the report will include Accelerated Maths data; if you choose Reading, it will include Accelerated Reader data. Click **Next >** to continue.



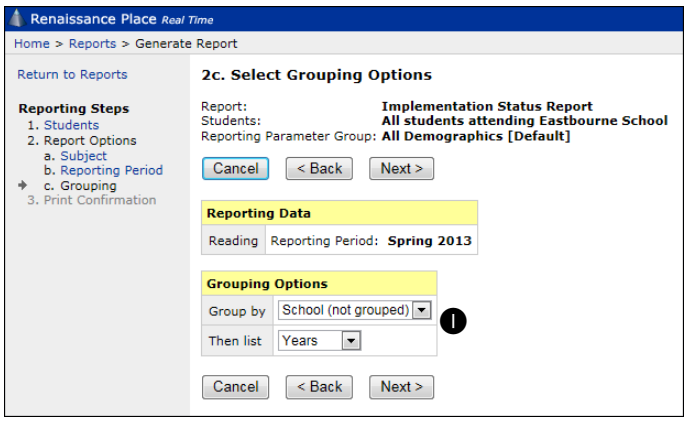
5. Click the reporting period you want to include (H). (To add other reporting periods, see page 18.) Click **Next >** to continue.



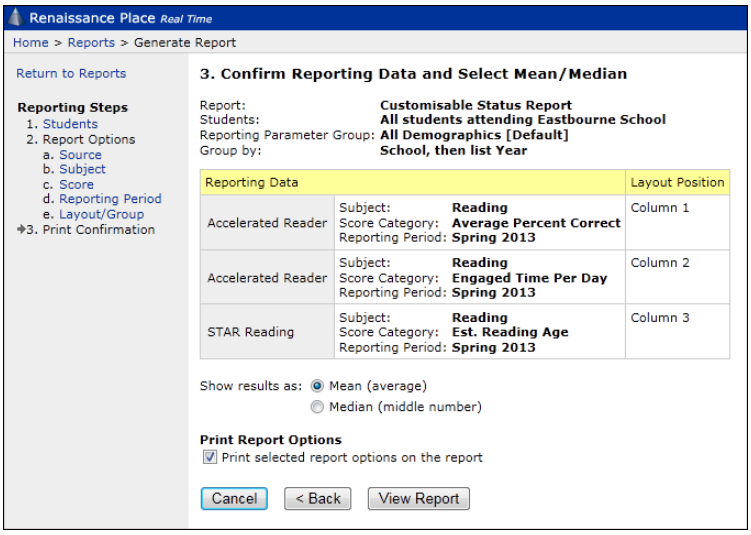
Sample report. *On the left side of most pages in this procedure, you will see a sample report. If you want to see a larger version of the sample, click the report.*

If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

6. On the next page, click the **Group by** drop-down list to choose how you want the information on the report grouped ❶. Click the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



7. The Confirm Reporting Data page will list the information you have chosen to include on the report. Click **View Report** to generate the report.



8. When the report is ready, it is displayed in a separate window or tab.

   If it opens in Adobe Reader, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom centre of the document or press F8.)

School-to-Home Report

Who Can Do This?

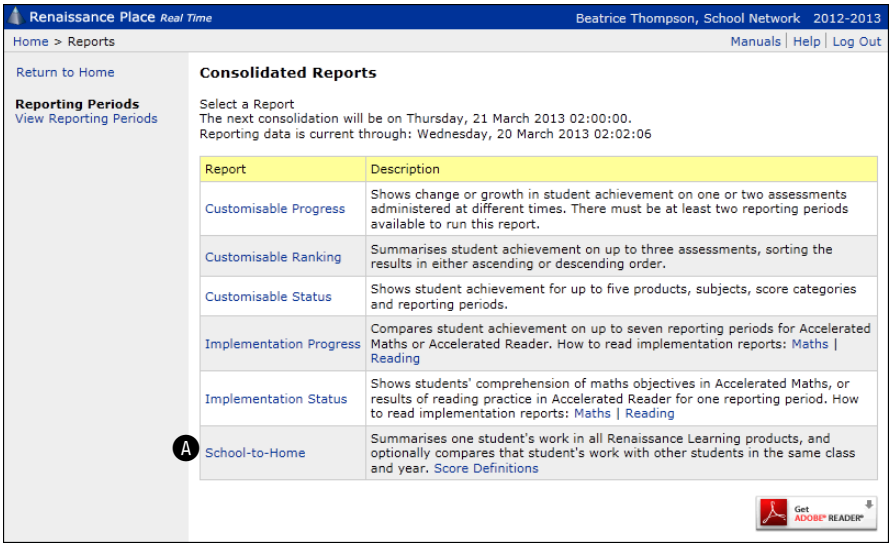
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 53.

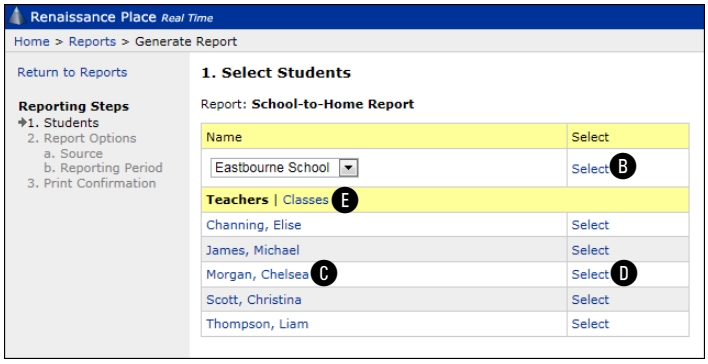
The School-to-Home Report summarises one student's work in registered Renaissance Place products that are available. You can choose to compare the student's work with other students in the same class and year. You can print this report for all Renaissance Place products.

To choose the options for the report and generate it, follow these steps:

1. On the Home page, under Dashboards and Reporting, click **Consolidated Reports**.
2. Click **School-to-Home** Ⓐ.


Renaissance Place Real Time
Beatrice Thompson, School Network 2012-2013
Home > Reports
Manuals | Help | Log Out
Return to Home
Reporting Periods
View Reporting Periods
Consolidated Reports
Select a Report
The next consolidation will be on Thursday, 21 March 2013 02:00:00.
Reporting data is current through: Wednesday, 20 March 2013 02:02:06
Report
Description
Customisable Progress
Shows change or growth in student achievement on one or two assessments administered at different times. There must be at least two reporting periods available to run this report.
Customisable Ranking
Summarises student achievement on up to three assessments, sorting the results in either ascending or descending order.
Customisable Status
Shows student achievement for up to five products, subjects, score categories and reporting periods.
Implementation Progress
Compares student achievement on up to seven reporting periods for Accelerated Maths or Accelerated Reader. How to read implementation reports: Maths | Reading
Implementation Status
Shows students' comprehension of maths objectives in Accelerated Maths, or results of reading practice in Accelerated Reader for one reporting period. How to read implementation reports: Maths | Reading
A
School-to-Home
Summarises one student's work in all Renaissance Learning products, and optionally compares that student's work with other students in the same class and year. Score Definitions

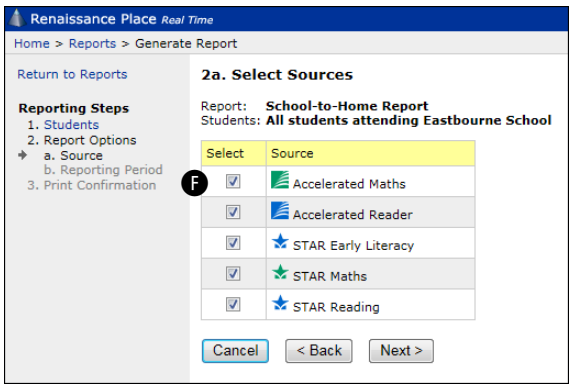
3. On the next page, choose the students you wish to include in the report:



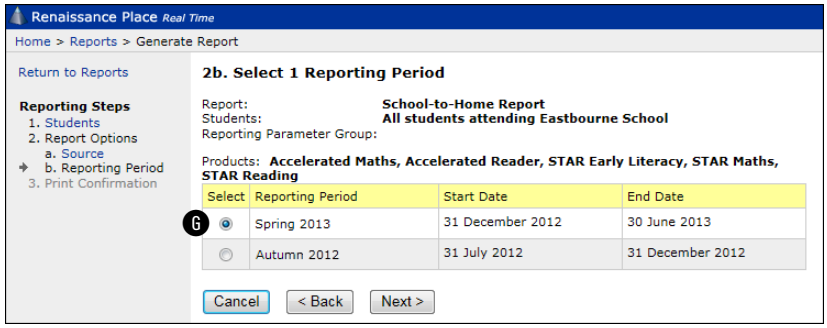
- Click **Select** at the end of the row for the school to include all students in the school Ⓑ. If you have access to more than one school, use the drop-down list to choose the one you want.
- To select all the students in a *single* class taught by a specific teacher, click the teacher's name Ⓒ, then click **Select** at the end of the row for the class. (You will also see a drop-down list allowing you to switch to a different teacher, if you wish.)

- To select all the students in *all* classes taught by a specific teacher, click **Select** at the end of a row for the teacher Ⓓ.
- You can also select all the students in a class by clicking **Classes** Ⓔ, then clicking **Select** at the end of a row for a class.

4. Next, tick the box next to the Renaissance Place products Ⓕ that you want to include in the report. (The product available for the report are listed.) After choosing the products, click **Next >**.



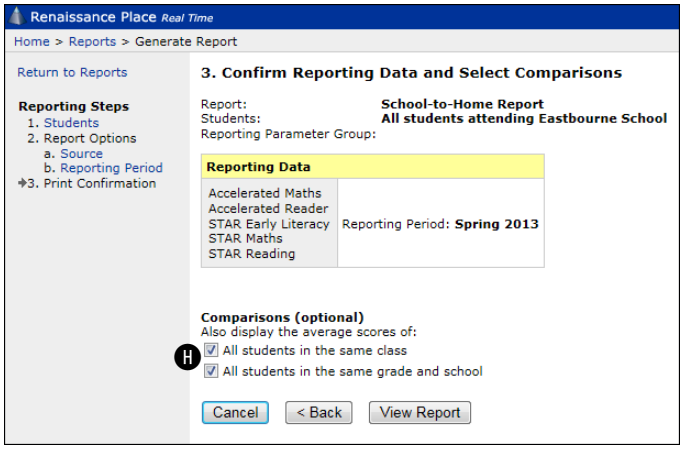
5. Next, click the reporting period you want to include Ⓖ. (To add other reporting periods, see page 18.) Then, click **Next >**.



Sample report. *On the left side of most pages in this procedure, you will see a sample report. If you want to see a larger version of the sample, click the report.*

If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

6. On the next page, tick one or both boxes to choose the comparisons to include on the report Ⓗ. You can compare each student's data to students in the same class or to all students in the same year and school. (You can leave both boxes empty if you do not want to include any comparisons.) To generate the report, click **View Report**.



7. When the report is ready, it is displayed in a separate window or tab.

   If it opens in Adobe Reader, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom centre of the document or press F8.)

What to Do If You Cannot Print Consolidated Reports

If one or more consolidated reports are in grey text and are not links, you will see an error message that explains why. (If specific reports are not available, you will see an asterisk next to the report.)

The table below lists the error messages and what you can do to generate the reports.

Error Message	Applicable Reports	Corrective Action
Reports cannot be generated until a reporting period is added and data is consolidated.	All Renaissance Place Consolidated reports	Add at least one reporting period (see page 18). To generate the Customisable Progress Report, you will need at least two reporting periods since that report compares progress between reporting periods.
The Customisable Progress Report cannot be generated until an additional reporting period is added.	Customisable Progress Report	Add one more reporting period (see page 18).
Reports cannot be generated until data is consolidated.	All Renaissance Place Consolidated reports	Make sure you have set up a consolidation schedule (see page 141). Since these reports use consolidated data, you cannot use them until after the first consolidation.
Data consolidation is in progress. Reports cannot be generated until it completes.	All Renaissance Place Consolidated reports	Wait until the data consolidation finishes. When this happens, the reports will be available again.
Report cannot be generated until one or more required products are registered.	Implementation Progress and Implementation Status	Accelerated Reader and/or Accelerated Maths must be registered. Contact Renaissance Learning if you need products registered.
The Implementation Reports cannot be generated unless Accelerated Reader or Accelerated Maths is registered.		

Note: By default, school network staff do not have the ability to run Consolidated Reports, but they can be granted the School Network Reports capability so that they can see the reports. For more on capabilities, see page 53.

Managing Data Imports

Your school or school network may have a database with student, personnel and/or class information in it. Certain kinds of data files can be imported into Renaissance Place; the import methods differ based on the file types:

File Source/Description	Import Method
Student information exported from Renaissance Place (.xmldata)	See "Importing Student Information from a Renaissance Place Export File" below
Plain-text (.txt) files created with a plain-text editor	See "Importing Spreadsheet, Comma-Separated or Delimited Data Files" on page 182
Comma-separated value (.csv) files: ▸ Created with a plain-text editor ▸ Created with Microsoft Excel	
Microsoft Excel spreadsheets: ▸ Standard (.xls) ▸ XML-based (.xlsx)	

Importing Student Information from a Renaissance Place Export File

Who Can Do This?

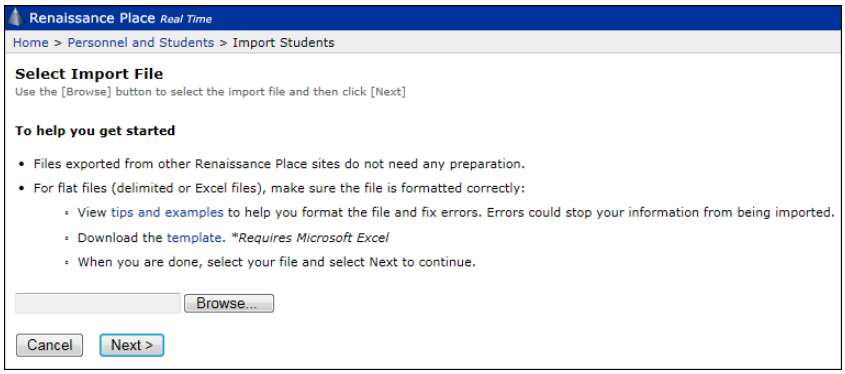
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Note: If you are a school administrator and you have access to more than one school, choose the Change Role option from the Home page to choose your **School User** role at the school you want to work with *before* following these steps.

Follow these steps to import student information using Renaissance Place:

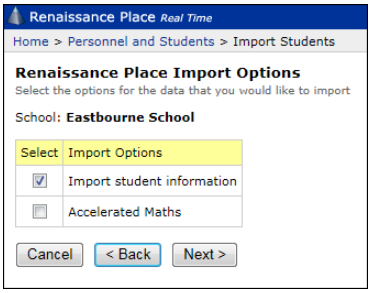
1. On the Home page, click **Users**.
2. Click **Import Information** (under Related Student Tasks) on the Personnel and Students page.
3. On the Select Import File page, read the tips, then click **Browse** or **Choose file** and select the file that you want to import.


Renaissance Place Real Time
Home > Personnel and Students > Import Students
Select Import File
Use the [Browse] button to select the import file and then click [Next]
To help you get started
Files exported from other Renaissance Place sites do not need any preparation.
For flat files (delimited or Excel files), make sure the file is formatted correctly:
View tips and examples to help you format the file and fix errors. Errors could stop your information from being imported.
Download the template. *Requires Microsoft Excel*
When you are done, select your file and select Next to continue.
Browse...
Cancel
Next >

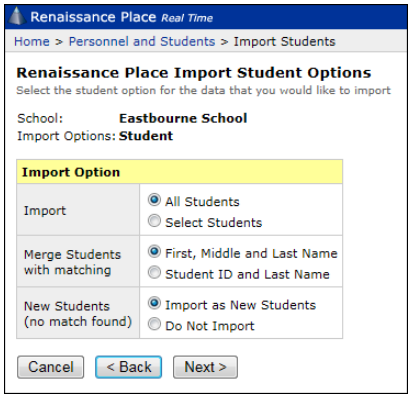
4. Click **Next >** on the Select Import File page.
5. If you are the school network administrator, the Select School page will open. Click the school you want to import the student information into.

If you use Renaissance Place to import Accelerated Maths or MathsFacts in a Flash data*, you will have to transfer the assignment data into the students' classes; see the* Accelerated Maths Software Manual *and/or the* MathsFacts in a Flash Software Manual *for more information.*

6. If the Renaissance Place Import Options page opens, tick the box for each type of information you want to import. By default, the **Import student data** box is *permanently* ticked. You cannot change this. To import assessment and assignment data for different products, tick the appropriate box for each product. To continue, click **Next >**.


Renaissance Place Real Time
Home > Personnel and Students > Import Students
Renaissance Place Import Options
Select the options for the data that you would like to import
School: Eastbourne School
Select
Import Options
Import student information
Accelerated Maths
Cancel
< Back
Next >

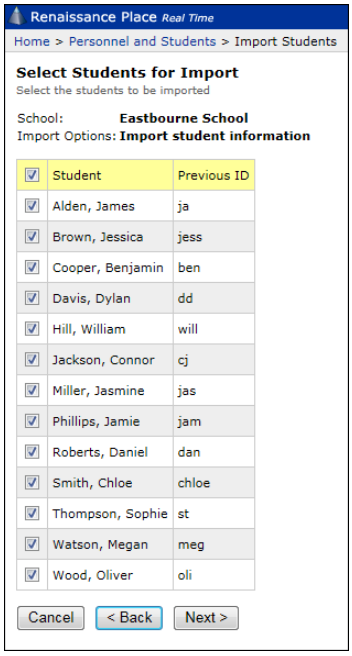
7. In the Import Student Options table, choose from the following options:


Renaissance Place Real Time
Home > Personnel and Students > Import Students
Renaissance Place Import Student Options
Select the student option for the data that you would like to import
School: Eastbourne School
Import Options: Student
Import Option
Import
All Students
Select Students
Merge Students with matching
First, Middle and Last Name
Student ID and Last Name
New Students (no match found)
Import as New Students
Do Not Import
Cancel
< Back
Next >

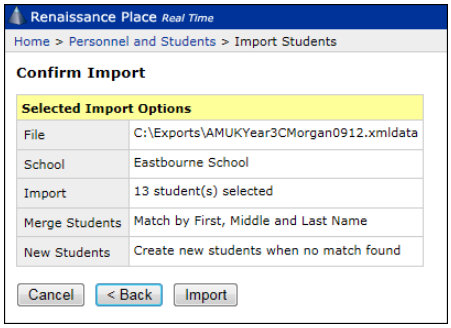
   - In the Import row, choose whether to import all students or to select the students to import.
   - In the Merge Students with matching row, choose what matching criteria should be used to see if a student being imported matches one already in Renaissance Place: either first, middle and last name *or* Student ID and last name. **Note:** Graduation date is automatically part of the matching criteria.
   - In the New Students (no match found) row, choose what Renaissance Place will do if a student whose information is being imported does not match one in the database already: the student can either be imported as a new student or not imported at all.

   When you have made your selections, click **Next >**.

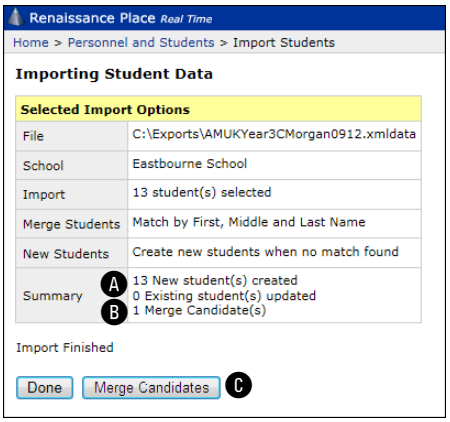
8. If you choose to select the students you want to import, the Select Students for Import page will open. All students are selected (ticked) by default. Remove the tick mark from the boxes next to students you do *not* want to import. (You can add or remove tick marks to all the boxes at once by clicking the box at the top of the column.) When you are ready to continue, click **Next >**.



9. The Confirm Import page opens, allowing you to double-check the options you have chosen for the import. To change an option, click **< Back**. If the options are correct, click **Import** to begin the import.



10. Once the import is complete, a confirmation message will appear, listing the number of student records that were created and updated Ⓐ.



If, during the import, Renaissance Place finds students whose information is similar but does *not* meet the matching criteria chosen in step 7, a new student record will be created and the summary will show it as a Merge Candidate Ⓑ. To view these records and decide whether or not to merge them, click **Merge Candidates** Ⓒ and go to step 6 on page 90 (under "Merging Student Records").

11. Click **Done.**

Importing Spreadsheet, Comma-Separated or Delimited Data Files

File Preparation

If you need help preparing or importing your file, *please contact Renaissance Learning by chat (see page 10), phone or email (answers@renlearn.co.uk).*

Before you begin importing your data:

- If you will be creating a new file, consider using the template that you can open from the Select Import File page (see step 3 in "Starting the Import" below). The template is a Microsoft® Excel® file that already includes the correct header codes for each type of information that you can import. You can enter the information about your students, courses, classes and teachers in the correct columns. You should still read the format requirements in "Appendix A: Preparing Files for Data Import" on page 218.
- If you will be using a file that you already have, ***carefully*** read through "Appendix A: Preparing Files for Data Import" on page 218. This appendix has detailed instructions on how to prepare your files to make the import run as smoothly as possible. It will tell you how to use a header to label the information and what formats are required for each type of data.

Once the files have been prepared, follow the instructions in the next section.

Starting the Import

Who Can Do This?

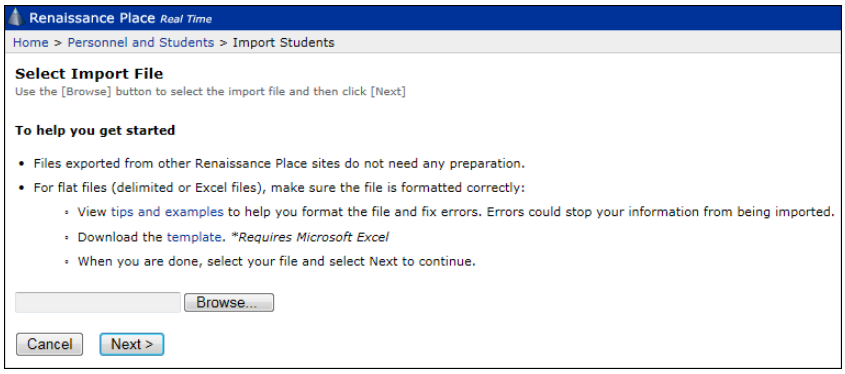
☑ School Network Administrators
☐ School Network Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Note: Only one person should be importing (or resuming an import for) a specific file at a time. If a second person begins to import the same file after the first person has started, the second person will "usurp" the import and force the original importer out of the Import Wizard. The same thing will happen if a single person tries to import the same file on two different machines at once: the import that was started first will be usurped by the second import.

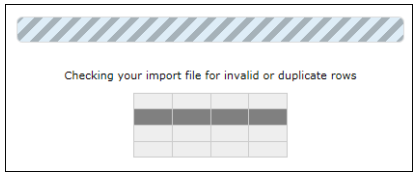
1. On the Home page, click **Users**.
2. Click **Import Information** under Related Student Tasks.

3. On the Select Import File page, read the tips, then click **Browse** or **Choose file** and select the file that you want to import.


Renaissance Place Real Time
Home > Personnel and Students > Import Students
Select Import File
Use the [Browse] button to select the import file and then click [Next]
To help you get started
Files exported from other Renaissance Place sites do not need any preparation.
For flat files (delimited or Excel files), make sure the file is formatted correctly:
View tips and examples to help you format the file and fix errors. Errors could stop your information from being imported.
Download the template. *Requires Microsoft Excel
When you are done, select your file and select Next to continue.
Browse...
Cancel
Next >

For help creating or preparing your file, *click the links to open a template or to see tips and examples.*

4. Click **Next >** on the Select Import File page. A progress window will open up while the import file is validated (examined for empty rows or rows with invalid data). Once the file passes validation, the first page of the Import Wizard will open.

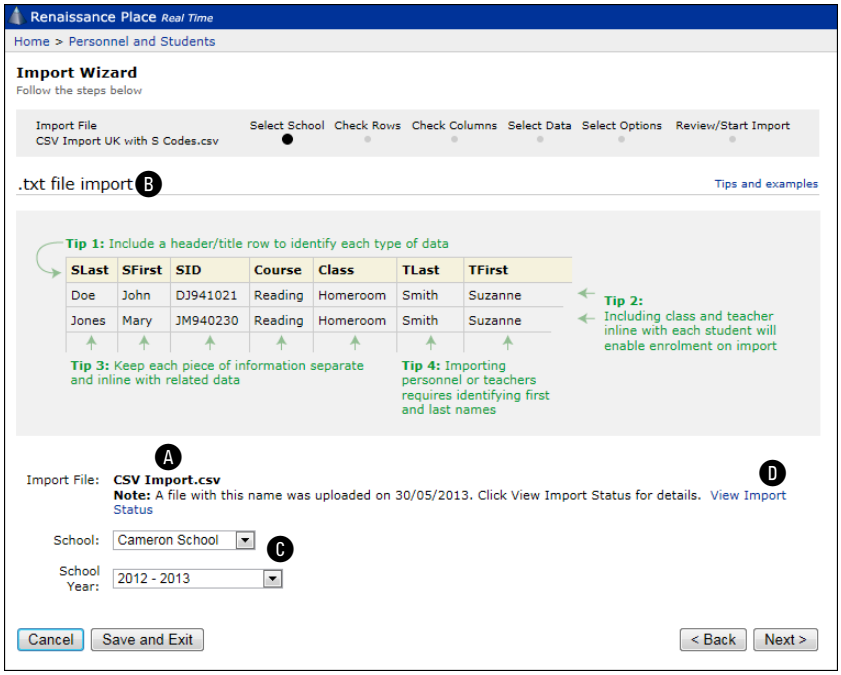


You can pause an import *at any time by clicking* ***Save and Exit*** *at the bottom of the page. You can resume importing the file any time in the next 30 days (see "Resuming an Import" on page 198).*

5. On the School Options page, the name of the file you have chosen to import will be shown Ⓐ, along with the type of file that it is Ⓑ. Choose the school and school year you want to import the data into from the **School** and **School Year** drop-down lists Ⓒ. If Renaissance Place only has one school year and/or one school in the database, they will automatically be entered here. You cannot import data until a school year is defined (see "Adding School Years" on page 41) and there is at least one school in the Renaissance Place database.

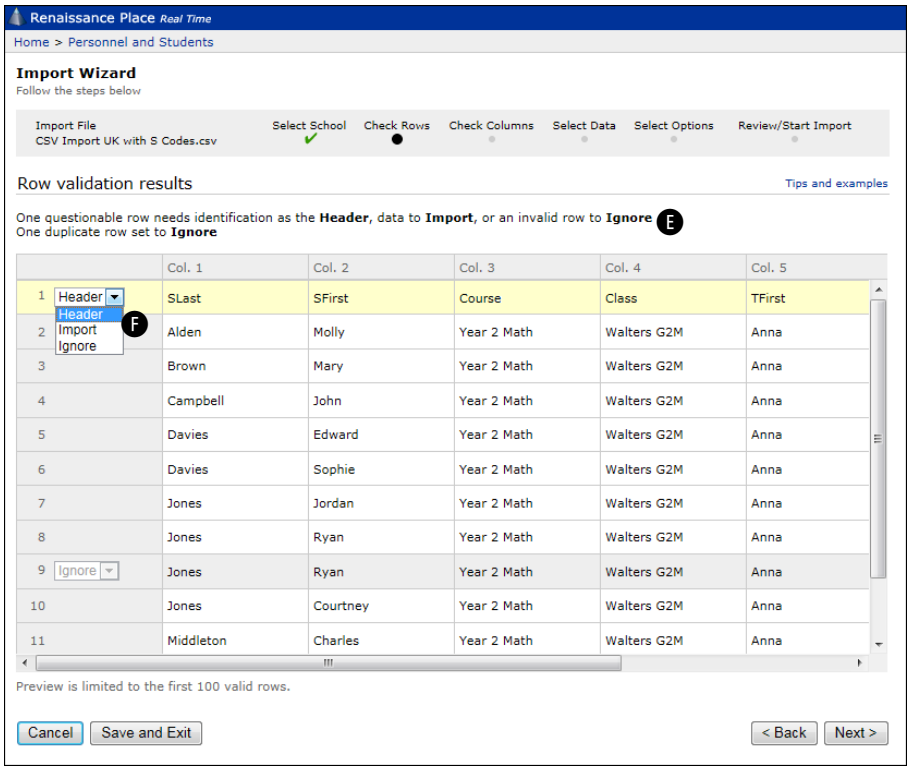
You can also get to the Import Status page *by clicking* ***View Import Status*** *under Related Student Tasks on the Personnel and Students page.*

If you have previously imported or begun to import a file with the same name, you will see an alert to that effect underneath the file name. Click **View Import Status** D to read details about that import (if finished) or to resume the import (if not finished; go to step 2 of "Resuming an Import" on page 198).


Renaissance Place Real Time
Home > Personnel and Students
Import Wizard
Follow the steps below
Import File
CSV Import UK with S Codes.csv
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
.txt file import
B
Tips and examples
Tip 1: Include a header/title row to identify each type of data
SLast SFirst SID Course Class TLast TFirst
Doe John DJ941021 Reading Homeroom Smith Suzanne
Jones Mary JM940230 Reading Homeroom Smith Suzanne
Tip 2: Including class and teacher inline with each student will enable enrolment on import
Tip 3: Keep each piece of information separate and inline with related data
Tip 4: Importing personnel or teachers requires identifying first and last names
A
Import File: CSV Import.csv
Note: A file with this name was uploaded on 30/05/2013. Click View Import Status for details. View Import Status
D
School: Cameron School
C
School Year: 2012 - 2013
Cancel
Save and Exit
< Back
Next >

6. Click **Next >.**

7. On the next page, you will see the results of the row validation from step 4. Rows with questionable data will be highlighted in yellow.


Renaissance Place Real Time
Home > Personnel and Students
Import Wizard
Follow the steps below
Import File
CSV Import UK with S Codes.csv
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Row validation results
Tips and examples
One questionable row needs identification as the Header, data to Import, or an invalid row to Ignore
One duplicate row set to Ignore
E
F
Col. 1
Col. 2
Col. 3
Col. 4
Col. 5
1 Header
SLast
SFirst
Course
Class
TFirst
Header
Import
Ignore
2 Alden Molly Year 2 Math Walters G2M Anna
3 Brown Mary Year 2 Math Walters G2M Anna
4 Campbell John Year 2 Math Walters G2M Anna
5 Davies Edward Year 2 Math Walters G2M Anna
6 Davies Sophie Year 2 Math Walters G2M Anna
7 Jones Jordan Year 2 Math Walters G2M Anna
8 Jones Ryan Year 2 Math Walters G2M Anna
9 Ignore Jones Ryan Year 2 Math Walters G2M Anna
10 Jones Courtney Year 2 Math Walters G2M Anna
11 Middleton Charles Year 2 Math Walters G2M Anna
Preview is limited to the first 100 valid rows.
Cancel
Save and Exit
< Back
Next >

The row validation results *will have a scroll bar at the bottom if the table is too wide to fit on the page. Only the first 100 rows of data will be shown.*

Based on the validation results, one or more of the following messages may appear above the table (E):

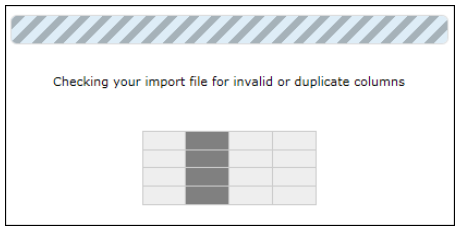
- **X row(s) removed:** One or more rows in the file have no data in them or have too many columns; these rows have been removed (they will not be imported, though they are still in the file).
- **X invalid row(s) set to Ignore:** One or more rows in the file have data, but the data is invalid. (For example, the row might have too many/too few items in it compared to the others.) These rows will be ignored during the import.

  Note: If your file uses mixed delimiters (tabs and commas, see "Delimiters" on page 219), the program will count which delimiter is used most often. Only rows using *that* delimiter will be imported; the other rows will be ignored.
- **X duplicate row(s) set to Ignore:** Two or more rows contained the same data. Only one of these rows will be included in the import; the duplicates will be ignored.

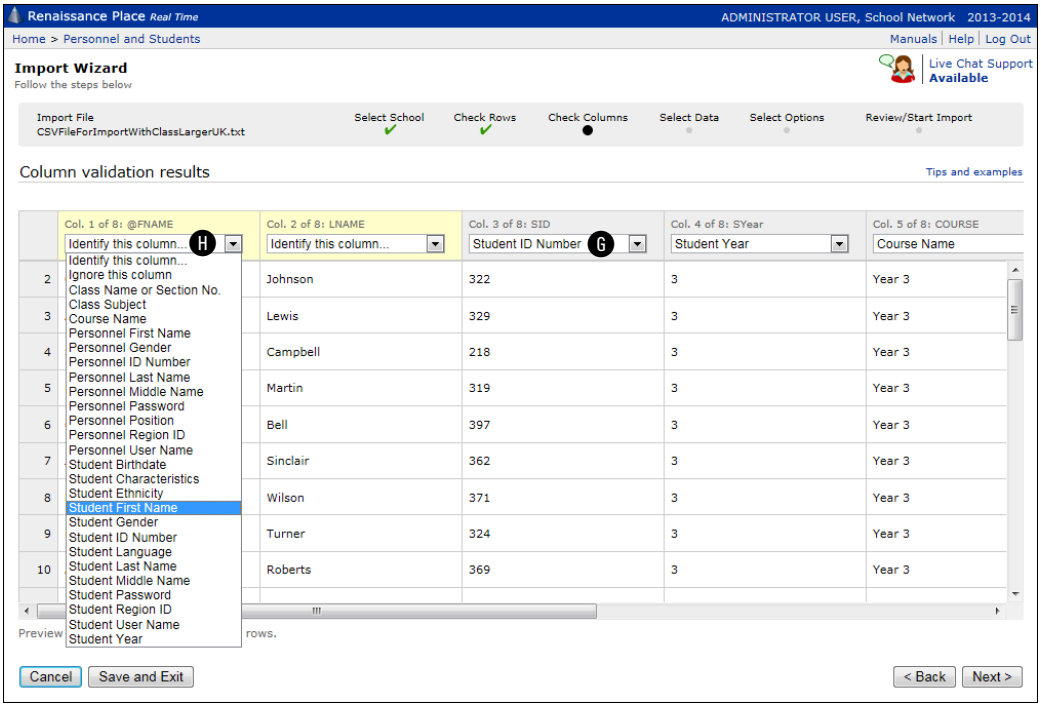
If Renaissance Place is unable to determine if the data in a row is valid or not, use the drop-down list for that row (in the left column (F)) to tell the software what to do with that row during the import:

- **Header** means that the row should be used as the header row, which tells the software what is included in each column (this row is not imported)
- **Import** means that the data in that row should be imported
- **Ignore** means that the data in that row should not be imported

8. Click **Next >.** A progress window opens while the import file is validated a second time (examined for columns with invalid data); once this is done, the next page of the Import Wizard opens.



On the Column validation results page, the information in each row of data will be separated into columns. The top row will show the headers you are using for each column (if your data has a header row), along with a drop-down list showing what the program *believes* is the correct identification for the data in that column Ⓖ. If the program cannot figure out what the data in a column is, **Identify this column** will be shown in the drop-down list Ⓗ and the column will be highlighted in yellow. Duplicate columns will automatically be set to **Ignore this column.**



The column validation results *will have a scroll bar at the bottom if the table is too wide to fit on the page.*

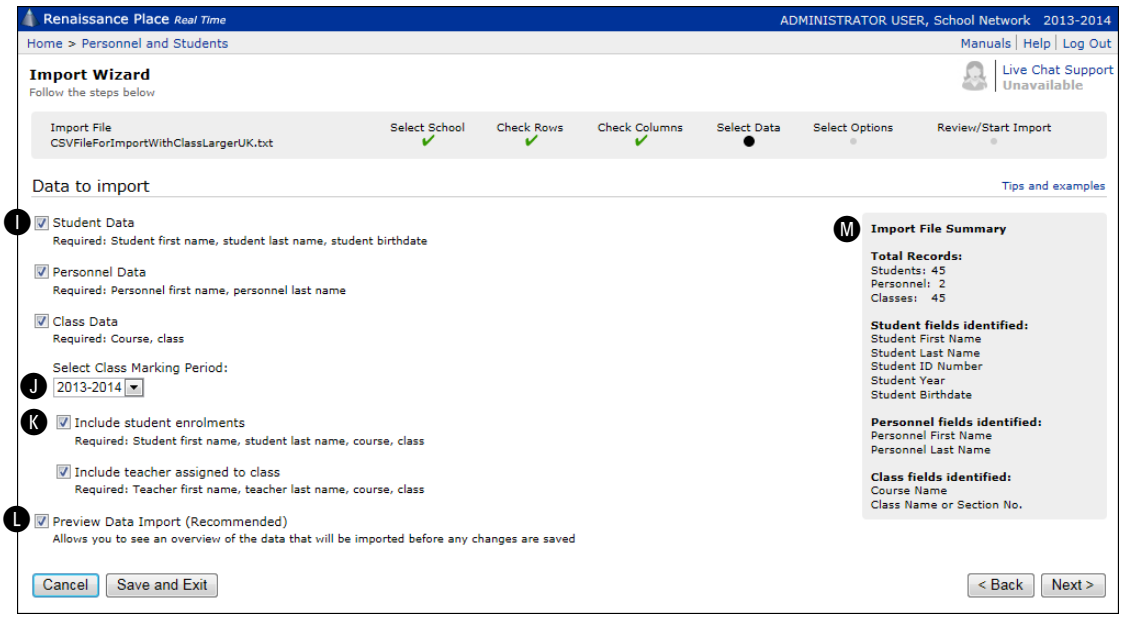
If the data in the column needs to be identified, or if the program has incorrectly identified the data, use the drop-down list to choose the correct identification. The list shows only the kinds of data that can be imported into Renaissance Place. If the data in a column is *not* one of these types, choose **Ignore this column** from the drop-down list.

The import cannot proceed until the data columns have been identified; an error message will stop you if there are still columns that require identification.

Unidentified Columns
2 columns need to be identified. If they are not currently visible onscreen, scroll horizontally to view them.
OK

9. Click **Next >.**

10. On the Data to Import page, choose the types of information that you want to include in the import. The types of information that are present in the file will automatically be selected; you cannot select a data type to import that is *not* in the file. Click **Next >**.



I The types of data in the file are automatically selected.

- If a data type is not present in the import file, that type cannot be selected.
- Remove the tick mark from any data type that you do not want to import.
- Click **< Back** if you do not see the data type you want to import. Double-check the column validation results to make sure the data type *is* in the file.
- If the options you have chosen up to this point result in *no* valid data being left to import, you will be asked to review the data file.

J If the import file contains class data, you can change the marking period the data will be imported into using this drop-down list.

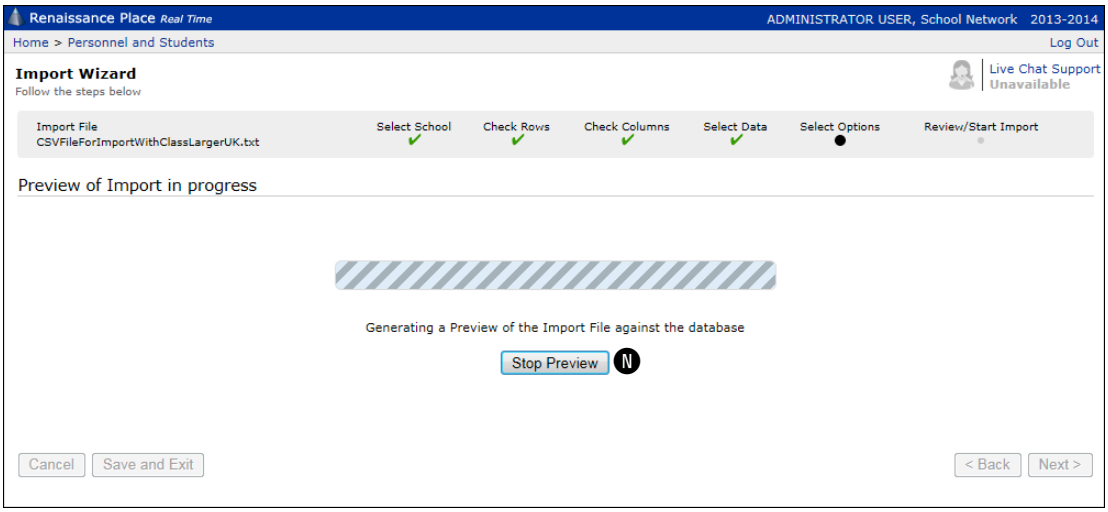
K If enrolment data has been included in the file, it can also be imported. Enrolment data is one row of data that includes a class and either a student, a personnel member or both. See the table on the bottom of page 228 for an example of a file with enrolment data.

L Previewing is recommended because it can help you ensure that data will be imported correctly without creating unnecessary duplicates. Previewing does increase the time required for the import.

M This section shows a summary of the data found in the file—the number of records and what types of data have been identified.

Note: Remember that the program will automatically generate certain pieces of information if they are not present in the record; see table 1 on page 219.

11. If you chose the preview option, wait while the preview is generated; you can stop the preview if necessary by clicking **Stop Preview** Ⓝ.

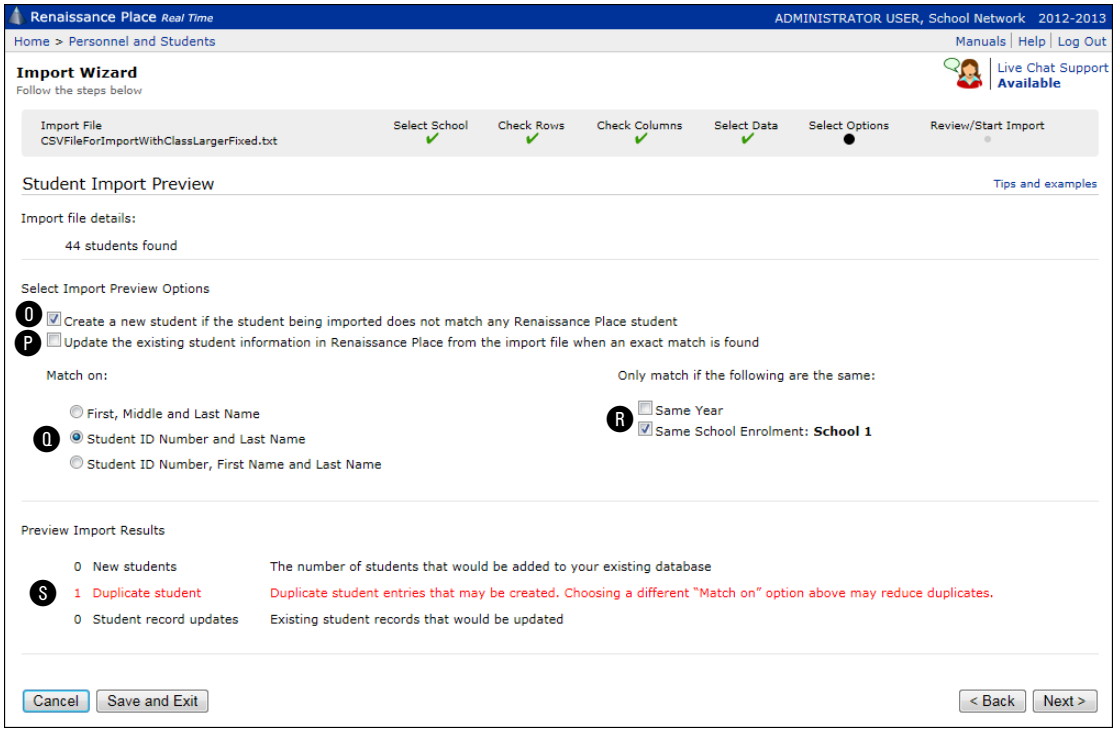


12. Next, you will see options for importing student information.

When data is imported, it is possible that a record being imported will match a record already in the database. Choose the criteria that the program should use to determine if an imported student record matches an existing record. What you see depends on whether you chose to preview the data import. (See the next two pages for more information.)

After you choose the student options, click **Next >.**

Student options if you chose to preview:


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students
Manuals | Help | Log Out
Import Wizard
Follow the steps below
Live Chat Support Available
Import File
CSVFileForImportWithClassLargerFixed.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Student Import Preview
Tips and examples
Import file details:
44 students found
Select Import Preview Options
O
Create a new student if the student being imported does not match any Renaissance Place student
P
Update the existing student information in Renaissance Place from the import file when an exact match is found
Match on:
First, Middle and Last Name
Q
Student ID Number and Last Name
Student ID Number, First Name and Last Name
Only match if the following are the same:
R
Same Year
Same School Enrolment: School 1
Preview Import Results
0 New students
The number of students that would be added to your existing database
S
1 Duplicate student
Duplicate student entries that may be created. Choosing a different "Match on" option above may reduce duplicates.
0 Student record updates
Existing student records that would be updated
Cancel
Save and Exit
< Back
Next >

O Tick **Create a new student if the student being imported does not match any Renaissance Place student** if you want the program to compare students in the file to those in Renaissance Place and automatically create a new student in Renaissance Place if no match is found for a student in the file. Choose this option when your file includes new students.

P Tick **Update the existing student in Renaissance Place from the import file when an exact match is found** if you want the program to use the import file to update information for existing Renaissance Place students when it finds a match. If you are importing to update enrolment records for a new school year and there are no new students, tick this box, but *not* the "Create a new student" box.

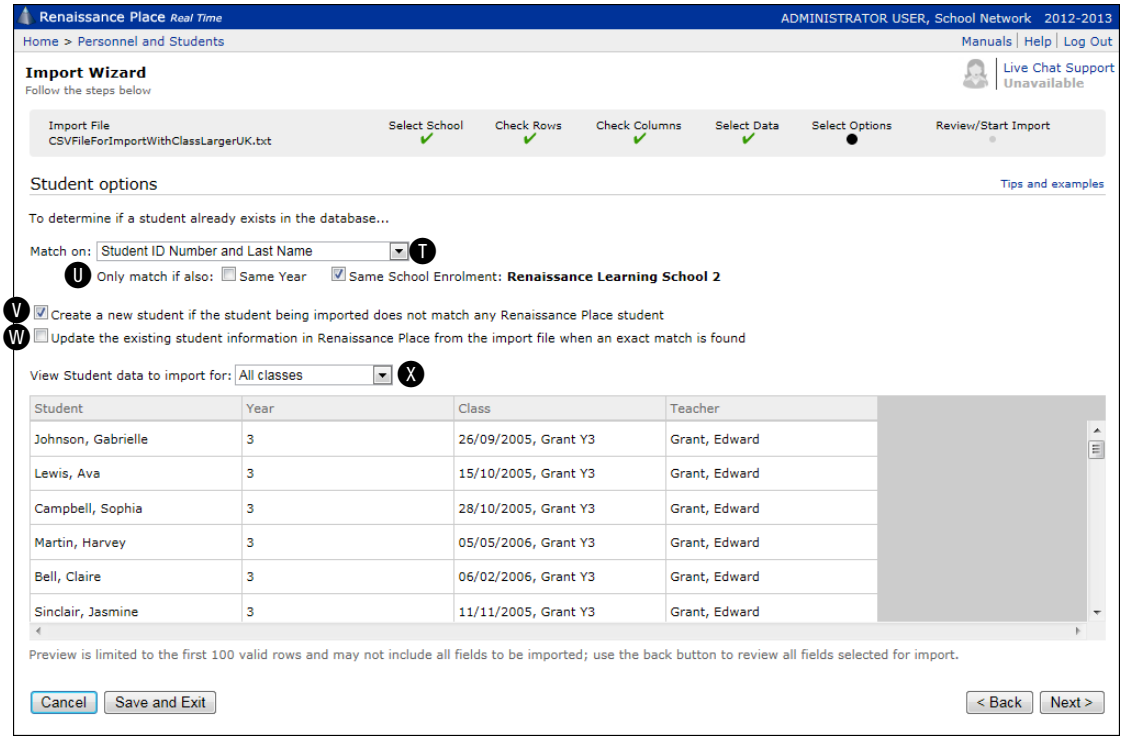
Q The *primary* criteria for determining a match are chosen here, either First, Middle and Last Name; Student ID Number and Last Name or Student ID Number, First Name and Last Name. Note that Student IDs cannot be used as matching criteria if the records being imported do not have them.

R If necessary, tick the appropriate boxes to have students in Renaissance Place only be a match for those in the import file if the students are in the same year or school.

Note that the school year is taken into account if the **Same Year** option is chosen. **Example:** If the current school year is 2013–2014, and you are importing John Robert Smith (who was in year 3 during the 2011–2012 school year) into a school where there is *another* John Robert Smith (who, in the current school year, is in year 5), they would be considered a match. The assumption is that in the two years from 2011 to 2013, the John Robert Smith whose record is being imported would have advanced two years, moving him from year 3 to year 5.

S Based on the options you choose, the bottom of the page shows how many new students would be created in Renaissance Place, how many duplicate students may result and how many student records would be updated. Change options as needed to get the best results before you continue.

Student options if you chose *not* to preview:



T The *primary* criteria for determining a match are chosen here, either First, Middle and Last Name; Student ID Number and Last Name or Student ID Number, First Name and Last Name**.** Note that Student IDs cannot be used as matching criteria if the records being imported don't have them.

U If necessary, tick the appropriate boxes to have the students' year **(Same Year)** and/or school enrolment **(Same School Enrolment)** taken into account when determining a match.

Note that school year is taken into account if the **Same Year** option is chosen. **Example:** If the current school year is 2013–2014, and you are importing John Robert Smith (who was in year 3 during the 2011–2012 school year) into a school where there is *another* John Robert Smith (who, in the current school year, is in year 5), they would be considered a match. The assumption is that in the two years from 2011 to 2013, the John Robert Smith whose record is being imported would have advanced two years, moving him from year 3 to year 5.

V Tick **Create a new student if the student being imported does not match any Renaissance Place student** if you want the program to compare students in the file to those in Renaissance Place and automatically create a new student in Renaissance Place if no match is found for a student in the file. Choose this option when your file includes new students.

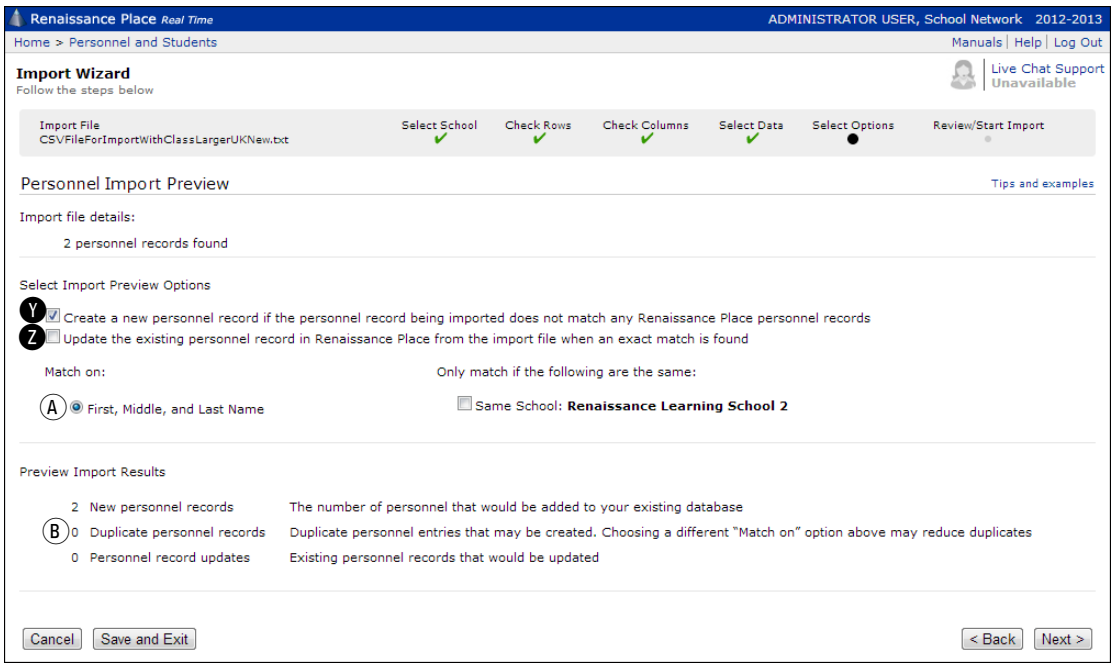
W Tick **Update the existing student in Renaissance Place from the import file when an exact match is found** if you want the program to use the import file to update information for existing Renaissance Place students when it finds a match. If you are importing to update enrolment records for a new school year and there are no new students, tick this box, but *not* the "Create a new student" box.

X If class data is included in the student records, you can use this drop-down list to see a preview of which students will be enrolled in which classes. If there is no class data included in the student records, this drop-down list will not appear on the page.

13. On the next page, you can choose the options that determine whether personnel in the file match those who are already in Renaissance Place. (See the screens below and on the next page.) Choose the criteria that the program should use to determine if an imported personnel record matches an existing record.

After you choose the personnel options, click **Next >**.

Personnel options if you chose to preview:


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students
Manuals | Help | Log Out
Import Wizard
Follow the steps below
Live Chat Support Unavailable
Import File
CSVFileForImportWithClassLargerUKNew.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Personnel Import Preview
Tips and examples
Import file details:
2 personnel records found
Select Import Preview Options
Y
Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records
Z
Update the existing personnel record in Renaissance Place from the import file when an exact match is found
Match on:
Only match if the following are the same:
A
First, Middle, and Last Name
Same School: Renaissance Learning School 2
Preview Import Results
2 New personnel records
The number of personnel that would be added to your existing database
B
0 Duplicate personnel records
Duplicate personnel entries that may be created. Choosing a different "Match on" option above may reduce duplicates
0 Personnel record updates
Existing personnel records that would be updated
Cancel
Save and Exit
< Back
Next >

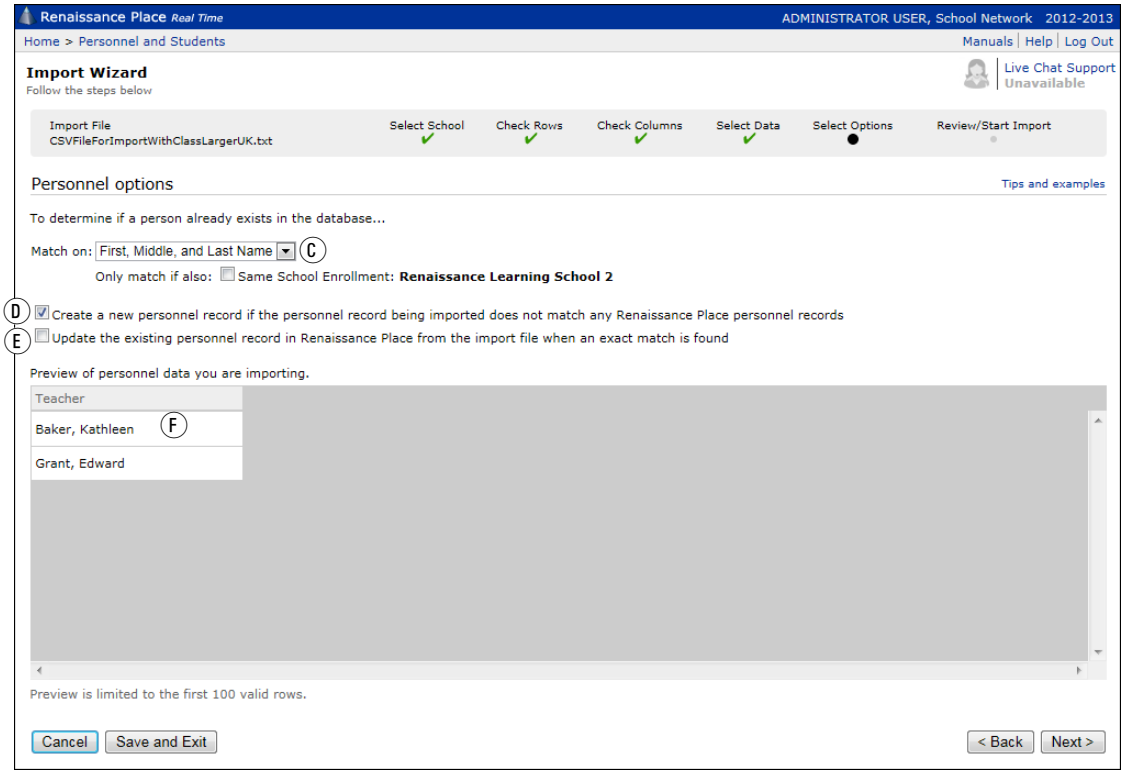
Ⓨ Tick **Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records** if you want the program to compare personnel in the file to those in Renaissance Place and automatically create a new personnel record in Renaissance Place if no match is found for a personnel record in the file. Choose this option when your file includes new personnel.

Ⓩ Tick **Update the existing personnel record in Renaissance Place from the import file when an exact match is found** if you want the program to update existing personnel information with the information being imported (when it finds a match).

Ⓐ The criteria for determining a match are chosen here: First, Middle and Last Name**.**

Ⓑ Based on the options you choose, the bottom of the page shows how many new personnel would be created in Renaissance Place, how many duplicate personnel may result and how many personnel records would be updated. Change options as needed to get the best results before you continue.

Personnel options If you chose *not* to preview:


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012-2013
Home > Personnel and Students
Manuals | Help | Log Out
Import Wizard
Follow the steps below
Live Chat Support
Unavailable
Import File
CSVFileForImportWithClassLargerUK.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Personnel options
Tips and examples
To determine if a person already exists in the database...
Match on: First, Middle, and Last Name
C
Only match if also: Same School Enrollment: Renaissance Learning School 2
D
Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records
E
Update the existing personnel record in Renaissance Place from the import file when an exact match is found
Preview of personnel data you are importing.
Teacher
Baker, Kathleen
F
Grant, Edward
Preview is limited to the first 100 valid rows.
Cancel
Save and Exit
< Back
Next >

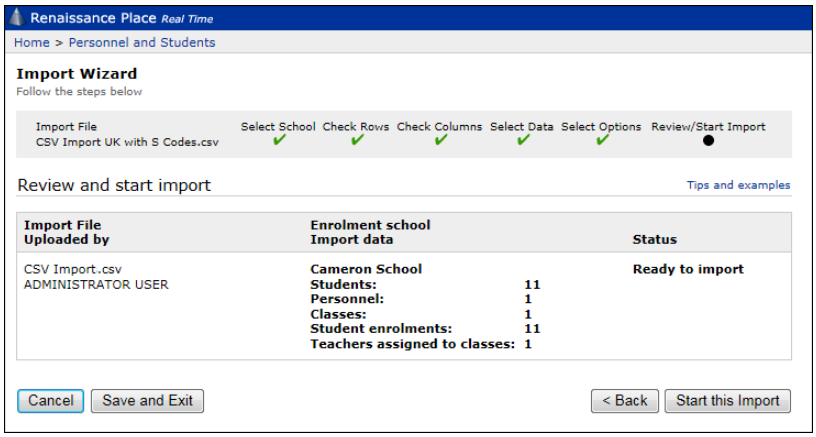
(C) The criteria for determining a match are chosen here: First, Middle and Last Name.

(D) Tick **Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records** if you want the program to compare personnel in the file to those in Renaissance Place and automatically create a new personnel record in Renaissance Place if no match is found for a personnel record in the file. Choose this option when your file includes new personnel.

(E) Tick **Update the existing personnel record in Renaissance Place from the import file when an exact match is found** if you want the program to update existing personnel information with the information being imported (when it finds a match).

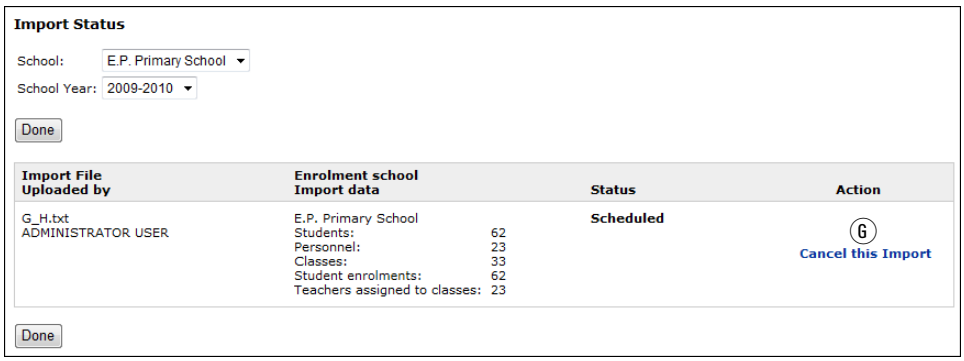
(F) The bottom of the page shows you the personnel who will be imported (the first 100 valid records).

14. Review the information shown on the Review and start import page. The name of the file and the person importing it will be shown in the left-hand column. The centre column shows the school where the data will be imported, along with a summary of the data. The Status column on the right will indicate if the import is ready to begin. *This is your last opportunity to change anything before starting the import;* click **< Back** if you need to return to any earlier stage of the process.



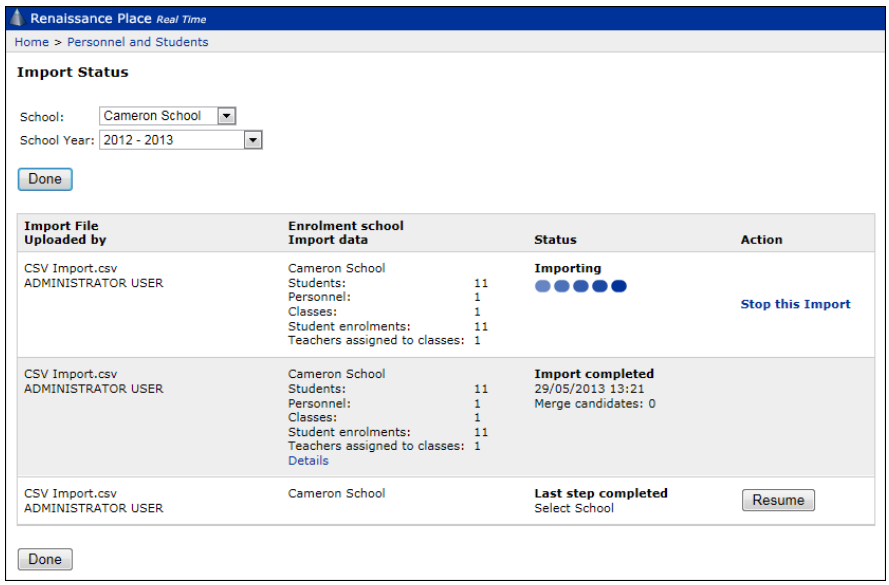
15. Click **Start this Import.**

16. For a *brief* moment, "Scheduled" may appear in the Status column before the import actually begins. If you wish to cancel the import, click **Cancel this Import** (G).

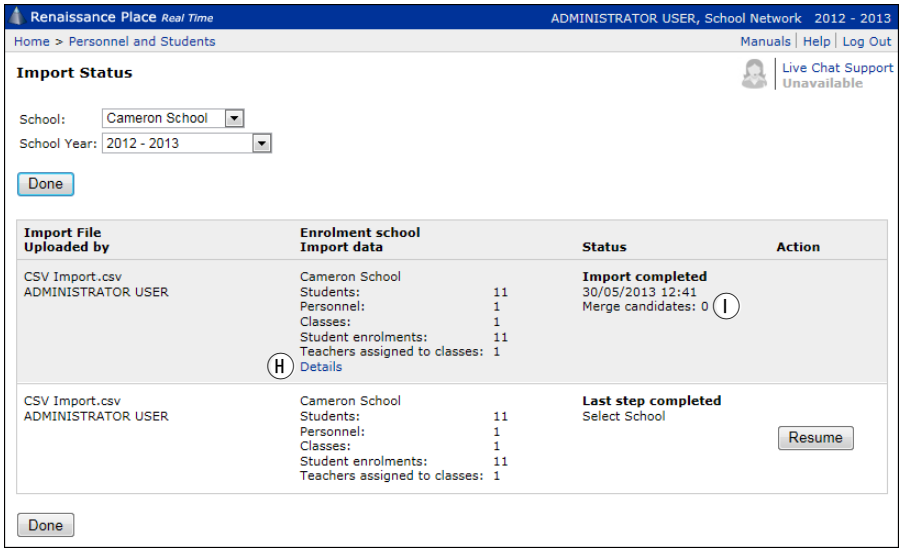


17. The Import Status window will show a progress meter while the import is taking place. If you want to stop the import before it is finished, click **Stop this import.** If you click **Stop this Import,** any data that was imported *before* you clicked it will still be in the database.

***An import stopped** by clicking **Stop this Import** cannot be resumed.*



18. When the import is complete, the Import Status window will show you the status of the import.



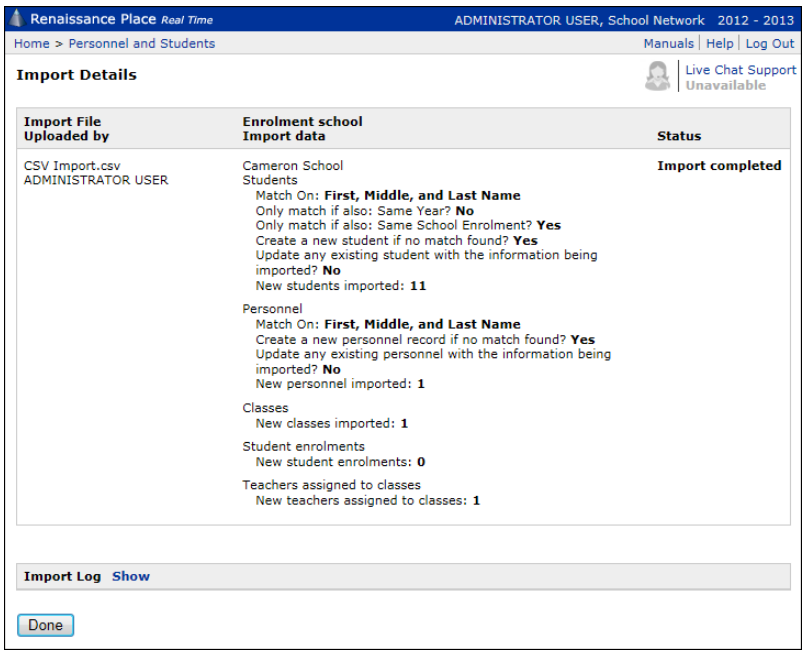
(H) Click **Details** for a more detailed description of the data that was imported, including the total number of records which were skipped or updated. The results of other recent imports will also be shown, along with any imports that need to be resumed or cancelled (the most recent results will be shown first). See the following section, “Import Details.”

(I) The options you chose in step 12 told the program what to do if a student being imported matched one already in the database. If the program is not sure if two records match, they will be listed here as merge candidates. Click **View Merge Candidates** in the Action column to begin reviewing these possible matches (go to step 6 of “Merging Student Records” on page 88).

19. Click **Done** to finish the import.

Import Details

Click **Details** at the bottom of the Import Status page (see Ⓗ on the previous page) to open the Import Details page (shown below), where you can see more information about the import.


Renaissance Place Real Time
ADMINISTRATOR USER, School Network 2012 - 2013
Home > Personnel and Students
Manuals | Help | Log Out
Import Details
Live Chat Support
Unavailable
Import File
Uploaded by
Enrolment school
Import data
Status
CSV Import.csv
ADMINISTRATOR USER
Cameron School
Students
Match On: First, Middle, and Last Name
Only match if also: Same Year? No
Only match if also: Same School Enrolment? Yes
Create a new student if no match found? Yes
Update any existing student with the information being imported? No
New students imported: 11
Personnel
Match On: First, Middle, and Last Name
Create a new personnel record if no match found? Yes
Update any existing personnel with the information being imported? No
New personnel imported: 1
Classes
New classes imported: 1
Student enrolments
New student enrolments: 0
Teachers assigned to classes
New teachers assigned to classes: 1
Import completed
Import Log Show
Done

The second column provides more information about what happened during the import. Messages will have a number after them showing how many records the message applies to. Messages relating to problems during an import will appear in red.

When you are finished reviewing the import details, click **Done.**

Message	Meaning
Insertions	
New students imported	New students, personnel and/or classes were imported into the database.
New personnel imported	
New classes imported	
New student enrolments	A new student has been enrolled in a class.
New personnel positions assigned	A new personnel member has been assigned to a class.
Updates	
Existing students updated	There was new information for a student, personnel member or class that was already in the database. The old information has been updated with the new.
Existing personnel updated	
Existing classes updated	
Existing student enrolments updated	One or more students who where already in the database have had their class enrolment information updated.

Message	Meaning
Existing personnel positions assigned	One or more personnel members who where already in the database have had their class assignment information updated.
Non-Updates	
Students not updated (no match found)	You have either chosen to update existing student/personnel records but not create new ones (when choosing options for importing students and personnel), or you have chosen to create new records and *not* update existing ones and a match has been made to an existing record.
Personnel not updated (no match found)	
Student enrolments not updated	The student record is inactive, but there is enrolment data in it. Inactive records cannot be updated.
Teachers assigned to class not updated	The personnel record is inactive, but there is class assignment data in it. Inactive records cannot be updated.
Duplicates	
Merge candidates (potential duplicate students)	A student record being imported may match a record already in the database (see on page 195).
Skipped/Warning/Error	
Caused by bad data, the user stopping the import, or other non-specific errors: • Students skipped • Students with warnings • Students with errors • Personnel skipped • Personnel assignments with warnings • Personnel with errors • Classes skipped • Classes with warnings • Classes with errors • Enrolments skipped • Enrolments with warnings • Enrolments with errors • Teachers with warnings • Position assignments skipped • Position assignments with errors	

Stopping an Import: Canceling versus Saving

Each page in the import wizard has **Cancel** and **Save and Exit** buttons.

- If you need to make changes to the file after you have started importing it, click **Cancel.** This will stop the import; you will not be able to resume the import, but you *can* edit the file and then start the import over again from the beginning.
- If you need to temporarily stop the import process and you do *not* have to make any changes to the file, click **Save and Exit.** This will save the import at its current stage, and you (or another user) can resume the import later; see the following section, “Resuming an Import.”

Resuming an Import

If at any point during an import you halt the process by clicking **Save and Exit,** the information and options you have entered up to that point will be saved. A saved import can be resumed within 30 days of the *original* date it was saved on. (Even if the import is saved, restarted on a later date, then saved again, the 30-day limit is calculated from the original save date, not the subsequent one.) After 30 days, the import will have to be started over again.

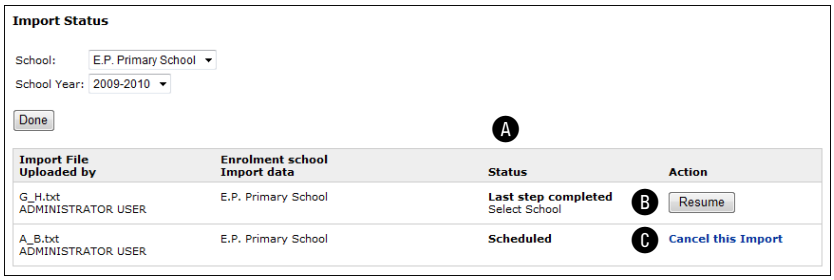
A saved import does not have to be resumed by the person who originally saved it.

- A school administrator can resume an import saved by any other school administrator in that school.
- A school network administrator can resume an import in any school in the school network, regardless of who began it.

If a school network administrator resumes an import that was saved by a school administrator and chooses a *different* school to import the data into (see step 5 on page 183), the saved import will no longer appear on the View Import Status page when a school administrator at the first school opens it.

To resume an import:

1. Click **View Import Status** under Related Student Tasks on the Personnel and Students page.
2. The Import Status window shows you the status of all imports started or finished within the past 30 days.



A The Status column will show the last step of the import process that was completed before the import was stopped.

B Click **Resume** to continue the import wizard from the point where it was stopped.

C If the server is busy, and you would prefer to cancel the import, click **Cancel this Import.** The import will be saved and can be resumed later.

- To continue the import from the point it was stopped at, click **Resume** Ⓑ. See the instructions for the step you return to:

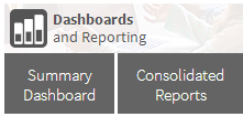
Step Resuming From	Go to...
Selecting a school and school year	Step 5 (page 183)
Checking row validation results	Step 7 (page 185)
Checking column validation results	Step 8 (page 187)
Selecting data to import	Step 10 (page 188)
Selecting matching options for students	Step 12 (page 189)
Selecting matching options for personnel members	Step 13 (page 192)
Reviewing and starting the import	Step 14 (page 194)

- To cancel the import, click **Cancel this Import** Ⓒ.
- If you would rather import data *without* resuming a saved process, click **Done.** You will return to the first page of the Import Wizard (see step 5 on page 183).

Renaissance Place Dashboard

Opening the Renaissance Place Dashboard

Click **Summary Dashboard** under Dashboards and Reporting on the Home page to open the Renaissance Place Dashboard.



What Is Included in the Renaissance Place Dashboard?

The Renaissance Place Dashboard (shown on the next page) gives administrators, staff (throughout both the school network and each school) and teachers a quick overview of the school's performance in several different areas:

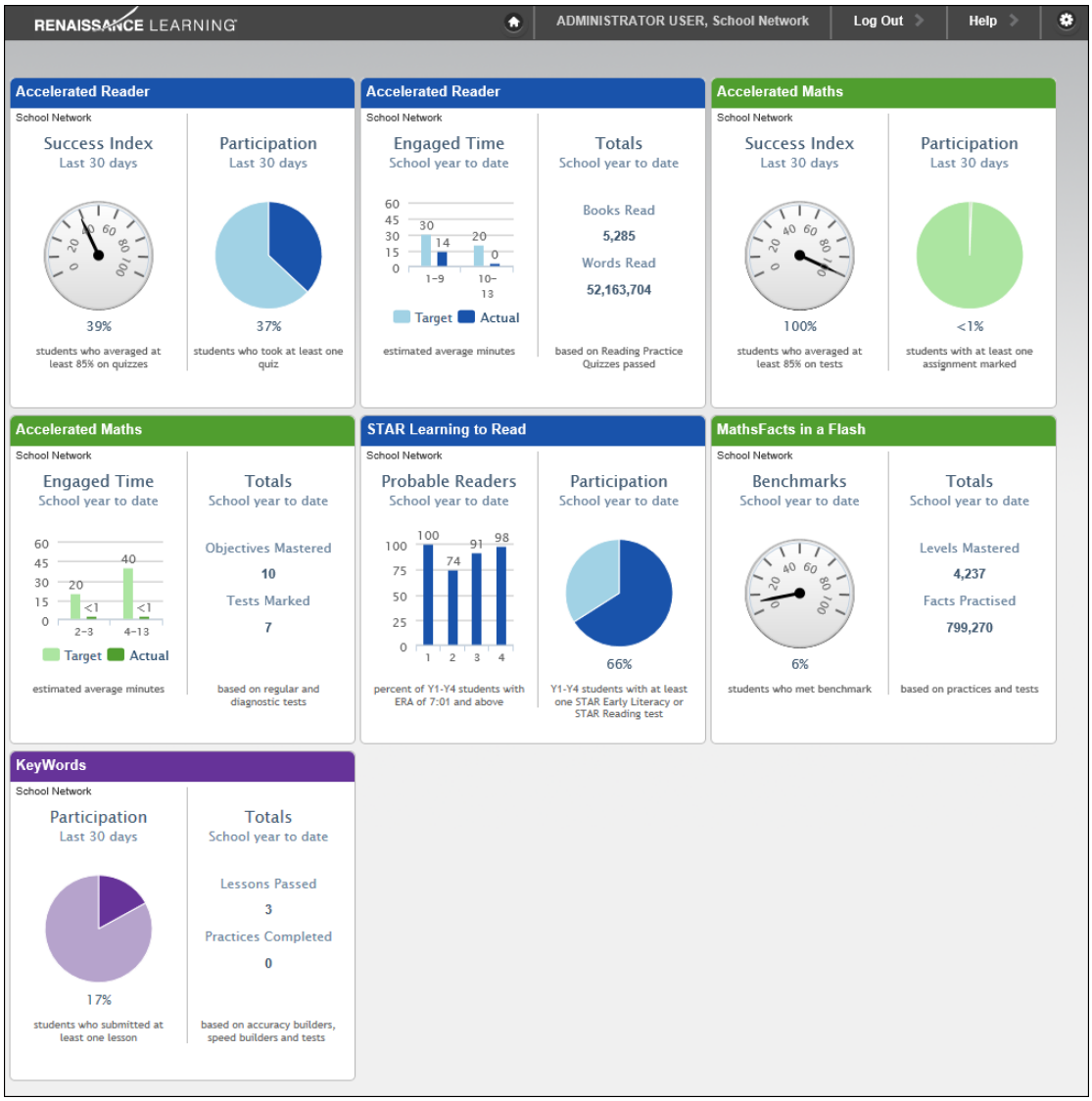
Information Shown For...	Metrics Shown on the Dashboard			
Accelerated Reader	**Success Index** Percentage of students who averaged at least 85% on Reading Practice quizzes in the last 30 days.	**Participation** Percentage of students who took at least one Reading Practice quiz in the last 30 days.	**Engaged Time**[a] An estimate of the number of minutes per day that students were actively engaged in reading practice during the school year to date.	**Totals** Books read and words read in the school year to date, based on passed Reading Practice quizzes.
Accelerated Maths	**Success Index** Percentage of students who averaged at least 85% on tests in the last 30 days.	**Participation** Percentage of students with at least one assignment scored in the last 30 days.	**Engaged Time** An estimate of the number of minutes per day that students were actively engaged in learning and practicing maths during the school year to date.	**Totals** Objectives mastered and tests scored based on regular and diagnostic tests.
MathsFacts in a Flash	**Benchmarks** Percentage of students that have mastered the benchmark level for their year out of all those in MathsFacts in a Flash classes.		**Totals** Levels mastered and facts practised based on all practices and tests taken.	
STAR Learning to Read[b]	**Probable Readers** Percentage of students in years 1–4 who have an estimated reading age (ERA) of 7:01 or higher.[c]		**Participation** Percentage of students in years 1–4 who took at least one STAR Early Literacy test or STAR Reading test during the school year to date.	

a. For Accelerated Reader, at least 15% of the students in a reporting group must have either a STAR Reading score or a STAR Early Literacy score before Engaged Time can be calculated; this is also true for the school network's Engaged Time for Accelerated Reader. If any of the students in the reporting group have both STAR Reading *and* STAR Early Literacy scores, the STAR Reading score is used. To obtain the most accurate Engaged Time results for the reporting group we recommend administering STAR Reading or STAR Early Literacy to all of your students.

b. STAR Learning to Read gets its metrics data from STAR Early Literacy and/or STAR Reading, whichever a school or school network is using. At least one of these products must be in use in order to see STAR Learning to Read metrics (Probable Readers and Participation).

c. ERA scores range from 6:00–16:06, correlating the Scaled Score with a chronological age. For example, an individual who has obtained an ERA of 7:10 would be estimated to be reading as well as the average individual at 7 years, 10 months of age.

You can click and drag panels on the Dashboard to move them or change the order.



Who Can See the Dashboard?

You must have a current subscription for at least one of the products that appear on the Dashboard (Accelerated Maths, Accelerated Reader, MathsFacts in a Flash or STAR Early Literacy and/or STAR Reading) in order to access Dashboard. (KeyWords does not require a purchased subscription. It is available when you have at least one other Renaissance Place product and when you activate your KeyWords schools.)

- School network users will see the Dashboard button when at least one of these products is available for one or more schools.

- School users will see the Dashboard button when at least one of these products is available for one or more schools they are assigned to.
- Teachers will see the Dashboard button when at least one of these products is available for one or more schools they are assigned to and they are a teacher for at least one class with that product.

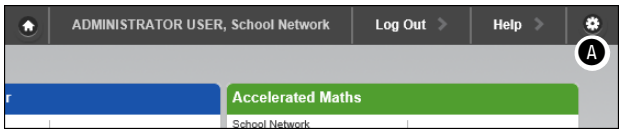
How Often Is Dashboard Data Updated?

The data on the Dashboard is updated nightly, except for the Totals, which are updated periodically between 7 AM and 6 PM during the day.

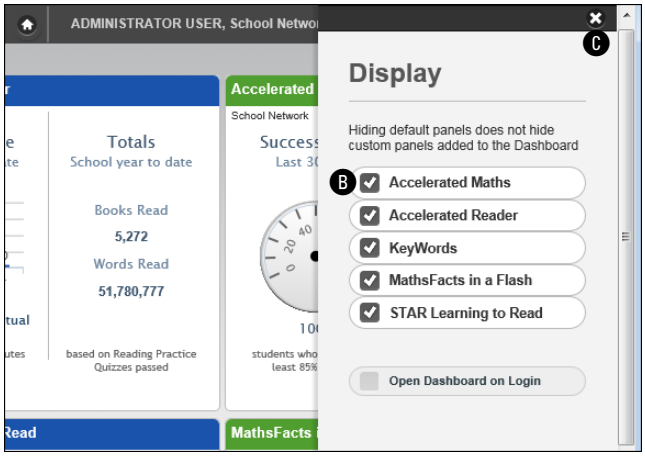
Choosing Which Products to View on the Dashboard

If you do not want to see all of the products on the Dashboard, you can follow these steps to choose which ones to view. Note that the settings have no effect on the custom charts that you add to the Dashboard (page 204).

1. In the Dashboard, click the settings button in the upper-right corner of the page Ⓐ.



2. In the settings, tick or untick the products as needed. Ticked products Ⓑ will be shown in the Dashboard; those that are not ticked will not be shown.

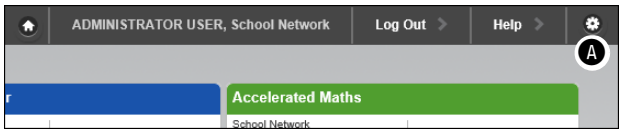


3. When you have finished, click **X** Ⓒ to close the Display settings. The Dashboard will only show the panels that you have ticked.

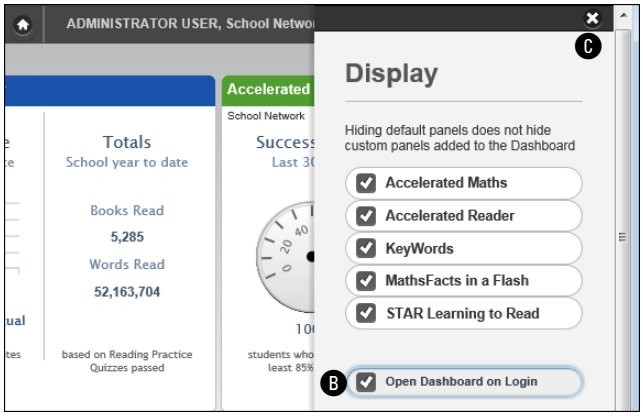
Opening the Dashboard Automatically When You Log In

If you want the Dashboard to open automatically whenever you log in, follow these steps:

1. In the Dashboard, click the settings button in the upper-right corner of the page Ⓐ.



2. In the settings, tick **Open Dashboard on Login** Ⓑ.

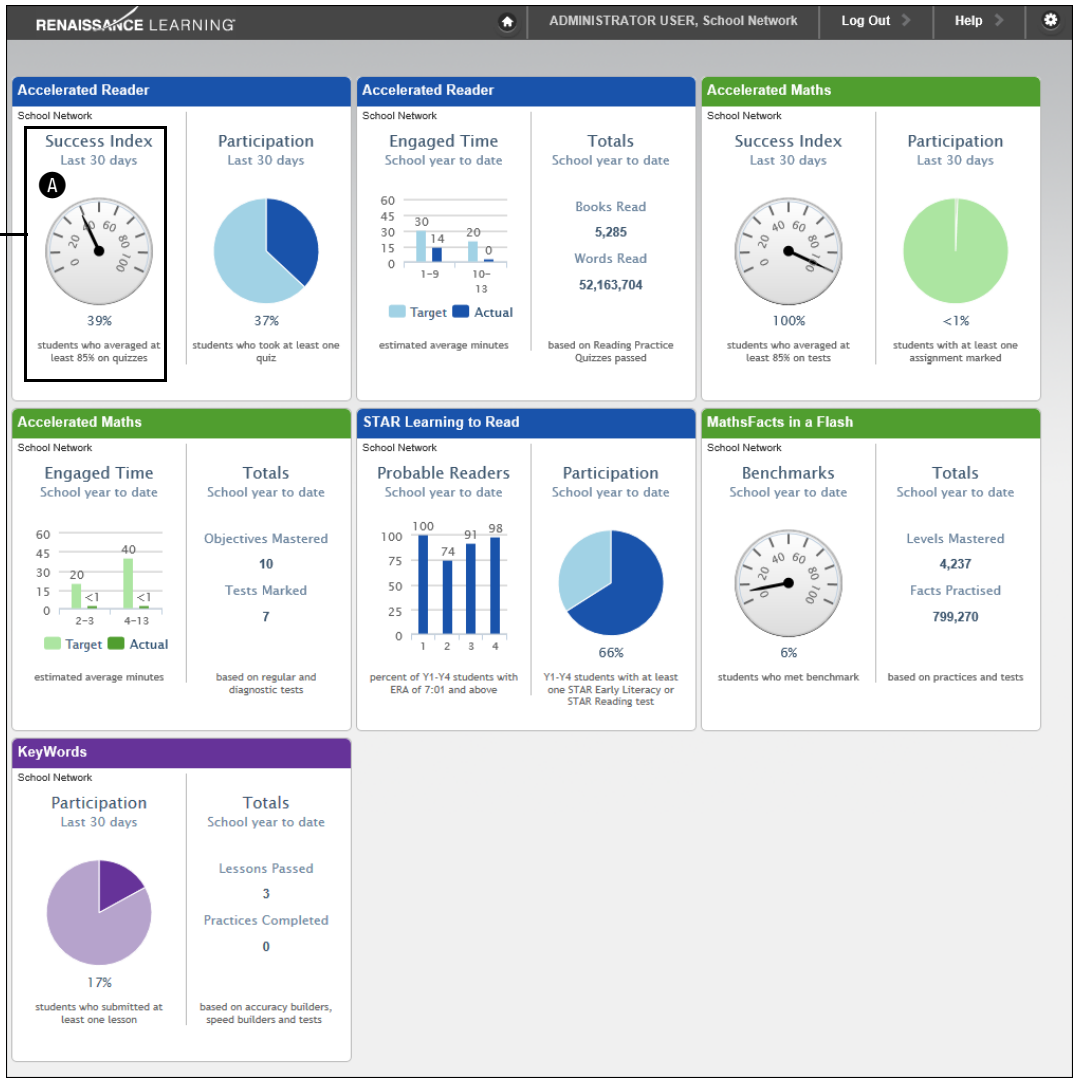


3. Click **X** Ⓒ to close the Display settings. The next time you log in to Renaissance Place, the Dashboard will open automatically.

Creating (and Printing) Custom Views on the Dashboard

By clicking one of the metrics on the Dashboard home page Ⓐ, you can also create custom views.

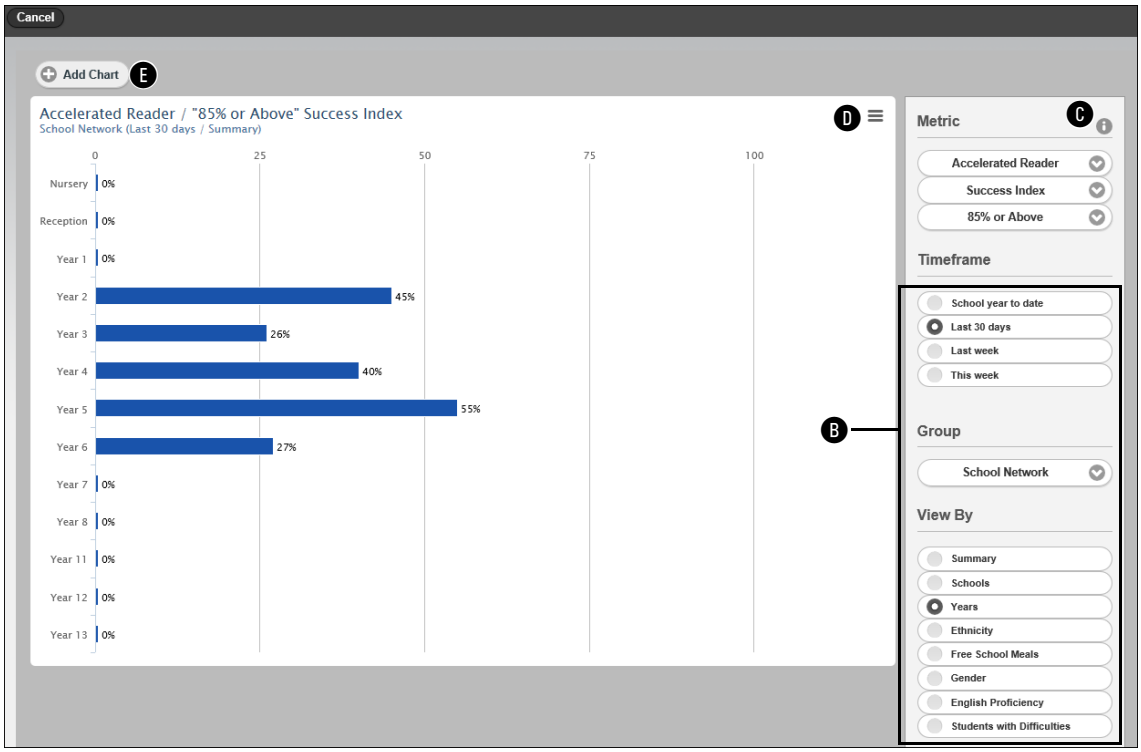
Clicking one of these panels Ⓐ will take you to a page where you can see more in-depth, customisable data.



The sidebar menu B allows you to choose options. Click the information button C for detailed explanations of the metrics.

If you would like to print the chart, click D and choose **Print chart**. This option is not available on some tablet devices.

Click **Add Chart** E to add the chart you have customised to the Dashboard.



Once you have created one of these specialised views, you can save it as a window on your Dashboard home page so that it will be visible to you every time you return to the Dashboard. For an example, see the next page.

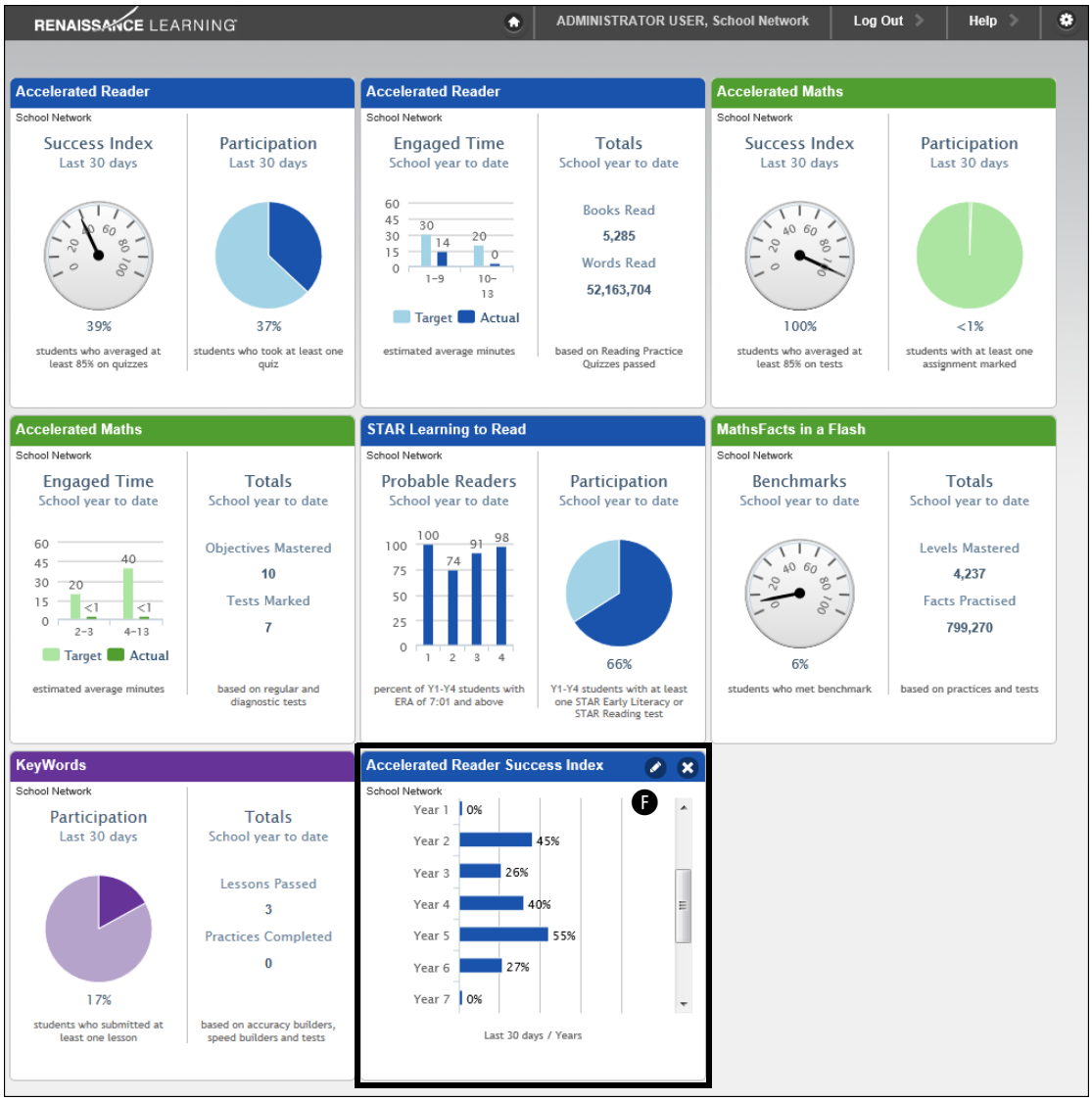
For custom panels that you have added to the Dashboard, you can:

- Click to change view options, then click **Update Chart** to save your changes.
- Click to remove the panel from your Dashboard.

These options are not available for the standard panels on the Dashboard.

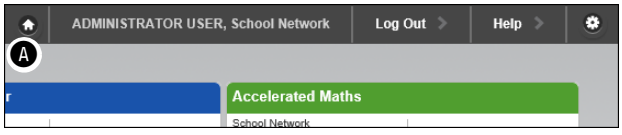
For more information about using Dashboard, click **Help** in the upper-right corner of the Dashboard.

In this example, the user has created a custom window Ⓕ showing the Accelerated Reader Success Index for each year for the last 30 days.



Going Back to the Home Page

To leave the Dashboard and go back to the Renaissance Place Home page, click the Home icon Ⓐ at the top of the page.



Subscriptions and Student Capacity

The sections on the following pages describe how to view subscription and student capacity information for your registered products.

About Student Capacity

If you purchase additional student capacity *from Renaissance Learning, or when you renew your subscription, Renaissance Learning will automatically update your site once the order is processed.*

Each of the Renaissance Place products you have registered at your school has a student capacity. The student capacity is the number of students who can use the product during the subscription period or during the school year. Capacity is used when a student performs a task in the product, such as taking an Accelerated Reader quiz or a STAR test.

Capacity (the student limit) is purchased for each individual school; however, a school network can choose to combine their individual school capacities together. This is called School Network-Shared capacity. School-Network-Shared capacity is only available when all schools are on the same Renaissance Place site and the product licence types (models) and subscription dates match. In a School Network-Shared capacity situation, the subscriptions are treated as a single pool, and any school that is sharing the capacity can use those seats on a first-come, first-served basis.

School Network-Shared capacity has no effect on subscription usage—a student uses a subscription seat in each school in which the student logs in and works in the product.

Students Enrolled in Multiple Schools

Students may be enrolled in more than one school and may use the same product in each school. These students will be counted toward the capacity limit for each school where they use a product (for example, if they take an Accelerated Reader quiz or a STAR test).

Viewing Subscriptions and Capacity

Who Can Do This?

☑ School Network Administrators

☑ School Network Staff

☑ School Administrators

☑ School Staff

☑ Teachers

Learn more about capabilities on page 53.

Follow these steps to see your product subscriptions, including subscription dates, the overall capacity purchased and used and the capacity used by each school.

1. On the Home page, select **Product Administration**.
2. Select **View Subscriptions and Capacity**. The page that opens next shows your subscription and capacity information when available.

Set-up and Maintenance

The Set-up and Maintenance links let you:

- download supporting software (see page 26)
- manage live chat support availability (see page 10)
- use the Data Editing Restrictions preference to limit editing of information on the server (see the instructions below)

Set the Data Editing Restrictions Preference

Who Can Do This?

☑ School Network Administrators

☐ School Network Staff

☐ School Administrators

☐ School Staff

☐ Teachers

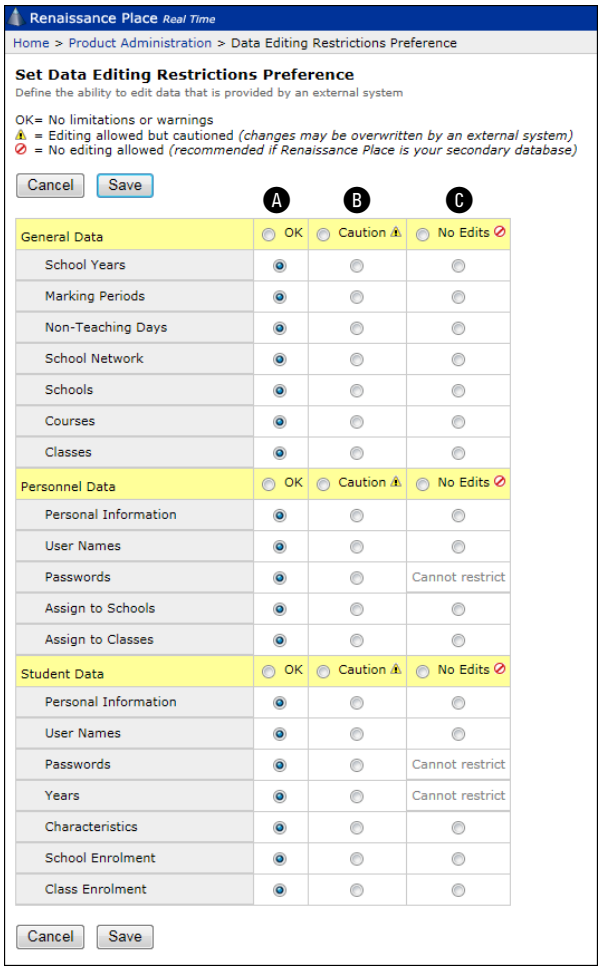
Learn more about capabilities on page 53.

The program administrator can restrict data editing in Renaissance Place or warn users who are attempting to edit data. This restricts changes to information about the school network, schools, school years, personnel, students, courses or classes.

Restrictions are useful if you are using a program that synchronises information in your Renaissance Place database with the information in another database. Follow these steps to restrict or warn users who are trying to edit data:

1. On the Home page, click **Product Administration**.
2. Click **Set Data Editing Restrictions Preference** under Set-Up and Maintenance on the Product Administration page.

3. For each of the items on the Set Data Editing Restrictions Preference page, you have three choices:
   - **OK Ⓐ:** Click this option to allow editing without restrictions or warnings.
   - **Caution Ⓑ**: Click this option by any item to allow your personnel to edit the data. Users will see ⚠ next to items they try to edit to remind them that changes may be erased when the data is synchronised to the primary database again.
   - **No Edits Ⓒ:** Click this option by any item to prevent changes to it. Users will see ⊘ next to items they cannot edit, and the items will not be linked.



4. Click **Save** when you have finished making changes.

Access and Security

The following procedures describe how to control access to Renaissance Place to keep it secure. You can set how many unsuccessful logins are allowed before an account is locked, limit access to computers with certain IP addresses and determine if students can search for their user names.

Setting Login Attempts Allowed

Who Can Do This?

- ☑ School Network Administrators
- ☐ School Network Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

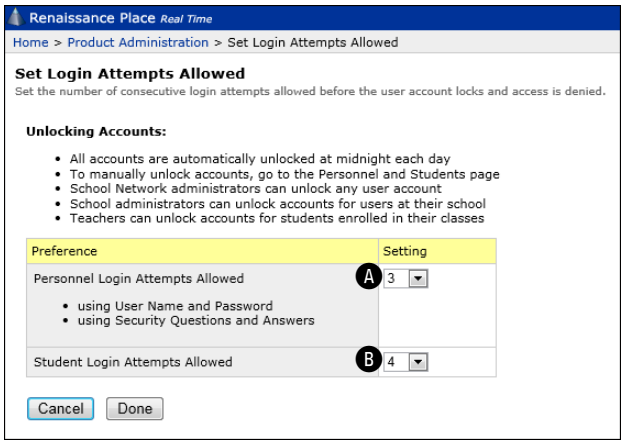
Learn more about capabilities on page 53.

To prevent those who do not have user names and passwords from using someone else's user name and guessing the password, Renaissance Place will lock a personnel or student account if someone tries to log in with the wrong password too many times in a row. When an account is locked, that person cannot log in. Renaissance Place automatically unlocks all locked accounts at midnight daily, but you can also clear locks manually as needed. To unlock personnel accounts, see page 80; to unlock student accounts, see page 117.

The default limit for login attempts is three. By following these steps, you can change this limit or choose to turn the limit off so accounts never become locked.

1. On the Home page, click **Product Administration**.
2. Click **Set Login Attempts Allowed** under Access and Security on the Product Administration page.
3. In the first drop-down list Ⓐ, choose the number of login attempts allowed for personnel (3–10), or choose **Off** if you do not want personnel accounts to ever be locked.

   Note that this also sets the number of times that personnel can attempt to answer a security question when resetting their password; for more information about resetting a forgotten password, see page 67.
4. In the second drop-down list Ⓑ, choose the number of login attempts allowed for students or choose **Off**.
5. Click **Save** to save your changes.


Renaissance Place Real Time
Home > Product Administration > Set Login Attempts Allowed
Set Login Attempts Allowed
Set the number of consecutive login attempts allowed before the user account locks and access is denied.
Unlocking Accounts:
All accounts are automatically unlocked at midnight each day
To manually unlock accounts, go to the Personnel and Students page
School Network administrators can unlock any user account
School administrators can unlock accounts for users at their school
Teachers can unlock accounts for students enrolled in their classes
Preference
Setting
Personnel Login Attempts Allowed
A
3
using User Name and Password
using Security Questions and Answers
Student Login Attempts Allowed
B
4
Cancel
Done

Security Options for Students

Who Can Do This?

☑ School Network Administrators
☐ School Network Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 53.

Renaissance Place has two settings that deal with the access your students have to the program:

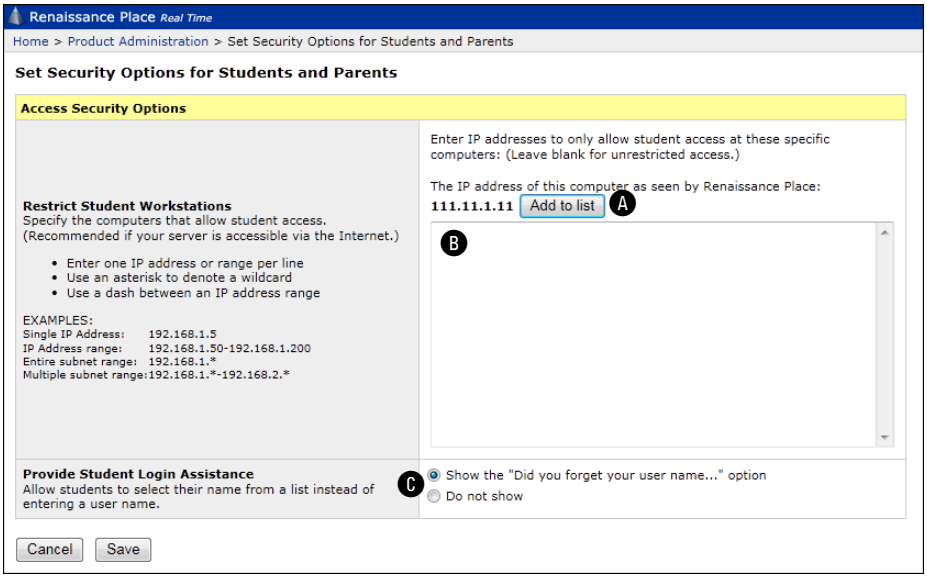
- **Restrict Student Workstations:** This setting allows you to identify which computers should be able to access Renaissance Place. If you do not specify IP addresses for the computers you want students to use, students may be able to access the program from any computer that has an Internet connection—even from home. **Note:** This does not affect student access to Renaissance Home Connect if your school or school network is using this feature.
- **Provide Student Login Assistance:** If a student forgets his or her user name, the student can click **Find User Name** to find it. This setting allows you to turn this link off so that students will be unable to search for user names (their own or others').

Follow these steps to change the security settings:

1. On the Home page, click **Product Administration**.
2. Click **Set Security Options for Students** under Access and Security on the Product Administration page. The Set Security Options for Students page opens.
3. If you want to limit which computers students can use to log in to Renaissance Place, use the Restrict Student Workstations settings. Restrictions are set using the IP address that identifies each computer accessing the server—you identify the addresses (or ranges) of computers where students *should* be able to use Renaissance Place software.

   Just above the field for entering the IP addresses, a message will show you the IP address of the computer you are using now. If it is not in the list, you will see an **Add to list** button (Ⓐ on the next page); click it to add this computer to the list of those that students can use to access Renaissance Place. If this computer's IP address is already in the list, the message will tell you that.

Restricting student work to your school IP addresses is strongly recommended. *If you do not enter IP addresses to restrict where student work is allowed, students can quiz from any computer connected to the internet, even from home, which is a violation of your site license.*


Renaissance Place Real Time
Home > Product Administration > Set Security Options for Students and Parents
Set Security Options for Students and Parents
Access Security Options
Restrict Student Workstations
Specify the computers that allow student access.
(Recommended if your server is accessible via the Internet.)
Enter one IP address or range per line
Use an asterisk to denote a wildcard
Use a dash between an IP address range
EXAMPLES:
Single IP Address: 192.168.1.5
IP Address range: 192.168.1.50-192.168.1.200
Entire subnet range: 192.168.1.*
Multiple subnet range:192.168.1.*-192.168.2.*
Enter IP addresses to only allow student access at these specific computers: (Leave blank for unrestricted access.)
The IP address of this computer as seen by Renaissance Place:
111.11.1.11
Add to list
A
B
Provide Student Login Assistance
Allow students to select their name from a list instead of entering a user name.
C
Show the "Did you forget your user name..." option
Do not show
Cancel
Save

To enter other IP addresses, click in the field B and type them. You can specify one IP address (one computer), a range of addresses for computers in your school or one or more subnet ranges (IP addresses that start with the same numbers).

Note: Be sure to use the external, not internal, IP addresses when you set the restrictions. For more help with this, see the Knowledge Base article at http://support.renlearn.com/techkb/techkb/6873121e.asp.

4. If you do not want students to be able to search for user names, select **Do not show** for the Provide Student Login Assistance setting C. (For more information about how students search for user names, see page 34.)
5. Click **Save** to save your changes.

Troubleshooting and FAQs

Use this section to find:

- solutions to issues you might experience
- answers to frequently asked questions

For further assistance, please see “Need More Help?” on page 10.

Issues

I have added my classes, but I cannot see them in the reports, Assignment Books or Record Books for my products, and when students log in, they see a message saying they are not enrolled.

If teachers and products are assigned, *check the school year dates in the top-right corner of the page (after your name) to make sure you are working in the correct school year.*

The classes may not have a primary teacher or products assigned in Renaissance Place.

View the class information to make sure a primary teacher is listed and products are selected (see page 124). If any of this information is missing, click the class name to edit the class, and select a primary teacher and the products that the class will use.

If the classes already have primary teachers, you can select the products for all classes in a course by following the steps on page 129.

Some students are seeing messages that say their accounts are locked when they try to log in, or personnel are seeing messages about invalid user names and passwords.

This happens when a person tries to log in too many times with an incorrect password. To set the number of incorrect logins allowed, see page 210. To unlock accounts, see the steps for the type of user:

- For personnel, see page 80.
- For students, see page 117.

When I log in to Renaissance Place after someone else on a computer, the previous person’s user name is shown at the top of the page after I log in.

This happens when your browser cache settings are set to never check for newer versions of stored pages. Change this to “Automatically” or “Once per session”. To find out how to change the cache settings for your browser, see the browser’s help.

When I try to add a student, the page says the user name or ID already exists.

It is possible that the student is already in the software but is not currently assigned to a school (so the student's record is inactive). To find the student, see "Reactivating Students" on page 116.

If the other student is not found when you search students who are not a school, try searching in all schools on the View Students page and entering just the ID or user name.

The same student is in the software more than once.

This can happen if you have more than one person adding students to the software or if you have imported students from multiple files. You can use the Merge Student Records feature to compare the two records and decide whether to merge them or delete one. See "Merging Student Records" on page 88.

When I print a report from Renaissance Place, either the page is blank or there is a printer error.

The most common reason for this is that you are clicking the printer icon in the browser toolbar or choosing a print command from the File menu instead of clicking the Adobe Reader print button just above the report.

If you are using Adobe Reader X or XI and you do not see the Adobe Reader toolbar with the print icon, the toolbar might be hidden; for more information about how to see the toolbar, go to http://support.renlearn.com/techkb/techkb/6075229e.asp.

My administrator has given me extra capabilities or links, but I do not see the links for the tasks in the software.

When you are given extra capabilities that are not normally available for people with your position, you may see a drop-down list on the Home page. If you have this drop-down list, try choosing a different role, then look for the links again. A School or School Network role typically gives you more links than the Teacher role.

For more information about the drop-down list, see "Switching Roles from the Home Page" on page 6.

Students who are working in the software see messages about another window or popup blocking software.

Popup blocking software sometimes prevents Accelerated Reader quizzes, MathsFacts in a Flash practices and tests and STAR tests from loading properly. When this happens, students may see messages telling them:

- to return to another window even though one is not available, or
- that popup blocking software may have caused a problem

If you have not specifically installed popup blocking software, it may have come with a browser toolbar you may have installed, your browser or anti-virus software. Change the settings of your software or uninstall unwanted toolbars to prevent these problems. For more information, see http://support.renlearn.com/techkb/techkb/4751376e.asp.

Some links in the software have a yellow triangle with an exclamation point next to them, or they are not available and a red circle with a line through it appears next to them.

This happens when your program administrator has set restrictions on which data can be changed.

means this task is allowed, but cautioned.

 means this task is ***not*** allowed.

For more information on editing restrictions, see “Set the Data Editing Restrictions Preference” on page 208.

Frequently Asked Questions (FAQs)

How do I print students’ user names and passwords?

See page 86.

How do I print personnel user names?

For all personnel, you can see their user names by viewing the person’s information; see page 64.

Personnel who have forgotten their user names can retrieve them if they have previously entered their email address on the Login Settings page and verified the address; see page 68. (They can also reset their password; see page 67.)

Administrators cannot see personnel passwords, but by editing personnel information, they can reset them (if the person cannot reset a password); see page 70.

How do I give users the ability to do tasks in the software that they do not have links for right now?

You do this by changing capabilities in Renaissance Place. Do one of the following:

- To change the capabilities for one person, see page 73.
- To change the capabilities for new personnel that you will be adding but have not added yet, see page 55.
- To change the capabilities for groups of personnel who are already in the software, see page 57.

For more information about capabilities, see page 53.

Which capability must be assigned to allow teachers to enrol students in classes?

Grant the Manage Courses and Classes capability. However, please note that teachers who have this capability can also do the following:

- Assign or un-assign products from any and all classes in their school.
- Add or remove team teachers from any and all classes in their school.
- Enrol or un-enrol students in any and all classes in their school.
- Create new courses and classes in their school (valid for all other users to see and use)
- Delete courses in their school (which will delete all classes associated with the course).

How do I make a class available in a specific product, such as Accelerated Reader?

View the class information to make sure that the class has a primary teacher assigned and products assigned (see page 124). If you need to change the primary teacher or products, edit the class (see page 131). You can also assign products to all classes in a course (see page 129).

How do I keep students from taking Accelerated Reader quizzes or STAR tests at home?

You can set up IP restrictions to limit this type of student work to the computers at your school. For more information, see “Security Options for Students” on page 211.

These restrictions will prevent students from doing school work from home in any of the Renaissance Place products.

However, IP restrictions will ***not*** prevent students from working in Renaissance Home Connect if it is available to your school. Students will still be able to use Renaissance Home Connect to view the results of their past work in Accelerated Maths, Accelerated Reader and MathsFacts in a Flash. They may also be able to mark Accelerated Maths practices and exercises at home if the class preferences allow this, and they can do home practice of their

MathsFacts in a Flash levels. For more information about Renaissance Home Connect, on the Home page, click **Renaissance Home Connect**, then **What Is Renaissance Home Connect**.

Can I export data from Renaissance Place to use with other programs or for custom reports?

Yes, you can do this by creating a flat file export. For more information, see “Exporting Students” on page 109.

Appendix A: Preparing Files for Data Import

If you need help preparing or importing your file, *please contact Renaissance Learning by chat (see page 10), phone or email (answers@renlearn.co.uk).*

Before you begin importing information using Renaissance Place "Importing Spreadsheet, Comma-Separated or Delimited Data Files" on page 182), we strongly recommend that you examine the files to make sure the data is formatted properly and that there are no errors which could cause problems during the import. The following pages outline the features a file needs to have in order to be a valid import file.

There are 23 types of data that can be included in an import file. These 23 types of data fall into three categories: *student data, personnel data* and *class data.*

Student Data	Personnel Data	Class Data
▸ **Student Birthdate** ▸ Student Characteristics ▸ Student Ethnicity ▸ **Student First Name** ▸ Student Gender ▸ **Student Year** ▸ Student ID ▸ Student Language ▸ **Student Last Name** ▸ Student Middle Name ▸ Student Password ▸ Student Region ID ▸ Student User Name	▸ **Personnel First Name** ▸ Personnel Gender ▸ **Personnel Last Name** ▸ Personnel Middle Name ▸ Personnel Password ▸ Personnel Position ▸ Personnel Region ID ▸ Personnel User Name	▸ **Class Name or Section Number** ▸ Class Subject ▸ **Course Name**

Not every type of data needs to be in a record being imported, but for each category, certain information is required (in **bold** text above):

- Records with student data must have the student's first and last names and birth date.
- Records with personnel data must have the personnel member's first and last names.
- Records with class data must have the class name and the course name.

- **Note:** If certain types of data are *not* included in a record, Renaissance Place will automatically generate them when the records are imported.

Table 1: Data Automatically Generated If Not Present in Records

For these records...	... if this data is *not* in the record...	...Renaissance Place will create the data in the following manner (and add it to the record during the import)
Student Records	Student User Name	The student's first initial and the first four letters of the student's last name are used. If there are duplicates, a number is added until a unique user name is found. *Example:* Jane Smithers would be **jsmit;** John Smithers would be **jsmit2.**
	Student ID	The student's user name is used for the ID. If there are duplicates, a number is added until a unique ID is created. *Example:* Mark Watson is already in the database (user name **mwats,** ID **mwats2**). Mary Watson is imported with no user name or ID. Her user name would be **mwats2;** her ID would be **mwats3.**
	Student Password	All students without passwords will be given the same default password: **abc.**
Personnel Records	Personnel User Name	The personnel member's first initial and entire last name are used. If there are duplicates, a number is added until a unique user name is found. *Example:* Ralph Jones would be **rjones;** Rhonda Jones would be **rjones2.**
	Personnel ID	Personnel member's user name is used for the ID.
	Personnel Password	Personnel members use their user names as the password the first time they log into Renaissance Place. They will be asked to create a new password at that time.

File Structure

Delimiters

Data in Excel files (.xls or .xlsx) is arranged in a grid, with one record per row and each row broken up into several columns. Each cell in a row has a single piece of information in it, and all the pieces in a row together compose a record.

In these examples, *» is used to represent a tab character.*

In plain-text (.txt) and comma-separated values (.csv) files, there are rows for the data, but no columns. In order to separate the pieces of information in a row from one another, you need to have a *delimiter* after each piece, either a tab or a comma. The presence of a delimiter means "this is the end of this piece of data; another piece follows." Multiple delimiters are equivalent to empty cells:

Adams			11/3/2001	= `Adams,,,11/3/01` *or* `Adams»  »  »11/3/2001`

Whichever delimiter you use in a file, it is advisable to use the same delimiter *throughout* the entire file.

Headers

The first row in your data file should be a header row. This row does not have any student, personnel or class data in it; instead, it has codes that *identify* the data in each column. Use the following codes for the information in your data files:

Table 2: Data Codes

Student Data	Personnel Data	Class Data
▸ Student Birthdate: **SBirthday** ▸ Student Characteristics: **SCharacteristics** ▸ Student Ethnicity: **SRace** ▸ Student First Name: **SFirst** ▸ Student Gender: **SGender** ▸ Student Year: **SYear** ▸ Student ID: **SID** ▸ Student Language: **SLanguage** ▸ Student Last Name: **SLast** ▸ Student Middle Name: **SMiddle** ▸ Student Password: **SPassword** ▸ Student Region ID: **SRegionID** ▸ Student User Name: **SUserName**	▸ Personnel First Name: **TFirst** ▸ Personnel Gender: **TGender** ▸ Personnel Last Name: **TLast** ▸ Personnel Middle Name: **TMiddle** ▸ Personnel Password: **TPassword** ▸ Personnel Position: **TPosition** ▸ Personnel Region ID: **TRegionID** ▸ Personnel User Name: **TUserName**	▸ Class Name or Section Number: **Class** ▸ Class Subject: **Subject** ▸ Course Name: **Course**

In Excel files, each header should be in its own cell at the top of the appropriate column. In .txt or .csv files, add the delimiters you are using between the headers:

SFirst	SLast	SUserName	SYear

```
= SFirst,SLast,SUserName,SYear
= SFirst»  SLast»  SUserName»  SYear
```

If the records you are importing do not have a certain type of data, you do not need to include a header/column for that type of data. Either of the examples above would be a suitable header row for records being imported that *only* contain students' first names, last names, user names and years.

Data Specification Tables

Each of the 23 types of data has its own rules for format, maximum characters allowed, abbreviations used and so on. The following tables describe these rules. “Required” means that if this type of data is included in the record (student, personnel or course/class), it *must* meet these minimums. For example, if your records include personnel data, the personnel members’ first and last names must be in the record.

Table 3: Student Data

Header	Data Type	Maximum Length	Format	Required	Comment
SBirthday	Birth Date	10	dd/mm/yyyy	Yes	–
SCharacteristics	Characteristics	1,000	dash (-) separated character string	No	See Table 6, “Student Characteristics,” on page 222.
SRace	Ethnicity	2	character	No	See Table 7, “Ethnicity,” on page 223.
SFirst	First Name	35	character	Yes	–
SGender	Gender	1	character	No	See Table 8, “Gender,” on page 223.
SYear	Year	5	character or numeric	No	See Table 9, “Student Year,” on page 223.
SID	ID	20	character or numeric	No	–
SLanguage	Language	3	character	No	See Table 10, “Language,” on page 224.
SLast	Last Name	35	character	Yes	–
SMiddle	Middle Name	35	character	No	–
SPassword	Password	20	character or numeric	No	–
SRegionID	Student Region ID	50	character or numeric	No	–
SUserName	User Name	50	character or numeric	No	–

Table 4: Personnel Data

Header	Data Type	Maximum Length	Format	Required	Comment
TFirst	First Name	35	character	Yes	–
TGender	Gender	1	character	No	See Table 8, “Gender,” on page 223.
TLast	Last Name	35	character	Yes	–
TMiddle	Middle Name	35	character	No	–
TPassword	Password	20	character and numeric	No	By default Renaissance Place requires at least one number in staff passwords.
TPosition	Position	1	character	No	See Table 11, “Personnel Position,” on page 224.
TRegionID	Personnel Region ID	50	character or numeric	No	–
TUserName	User Name	50	character or numeric	No	–

Table 5: Class Data

Header	Data Type	Maximum Length	Format	Required	Comment
Class	Class Name or Section Number	50	character or numeric	Yes	
Subject	Subject	6	character	No	See Table 12, “Course/Class Subjects,” on page 224.
Course	Course Name	100	character or numeric	Yes	

Table 6: Student Characteristics

Code	Characteristic	Code	Characteristic
DY	Dyslexic	LDIF	Learning Difficulties
EAL	English as an Additional Language	PD	Physical Disabilities
FM	Free School Meals	SE	Special Education Needs
GT	Gifted and Talented		

Table 7: Ethnicity

Code	Ethnicity	Code	Ethnicity
BA	Black African	O	Other
BC	Black Caribbean	OA	Other Asian
BD	Bangladeshi	OB	Other Black
C	Chinese	PA	Pakistani
IN	Indian	W	White
M	Mixed		

Table 8: Gender

Code	Gender
M	Male
F	Female
U	Unassigned[a]

a. This is the default if gender is not specified.

Table 9: Student Year[a]

Code[b]	Year	Code	Year	Code	Year
N/A	Not Applicable	4	Year 4	10	Year 10
N	Nursery	5	Year 5	11	Year 11
R	Reception	6	Year 6	12	Year 12
1	Year 1	7	Year 7	13	Year 13
2	Year 2	8	Year 8	None	None
3	Year 3	9	Year 9		

a. Although you can import students without years assigned, be sure to set a year after you import the students. In STAR Early Literacy, STAR Maths and STAR Reading, years are required in order to test students; years are also needed in other Renaissance Place products. Years are also required when you add or edit students in Renaissance Place, so if you edit a student's information after importing the student, you must select a year. Refer to your software manuals for more information.

b. Entering a code that does not appear in this table will cause the Student Year to default to "None."

Table 10: Language

Code	Language	Code	Language	Code	Language
ARA	Arabic	GUJ	Guajarati	SOM	Somali
BEN	Bengali	HMG	Hmong	SPA	Spanish
CHI	Chinese	JPN	Japanese	TAG	Tagalog or Filipino
CRO	Croatian	KOR	Korean	TUR	Turkish
CZE	Czech	LAO	Lao	URD	Urdu
ENG	English	MAY	Malay	VIE	Vietnamese
FRE	French	OTH	Other	WEL	Welsh
GAE	Gaelic	POL	Polish	YOR	Yoruba
GER	German	PUN	Punjabi	YUG	Yugoslavian
GRC	Greek Cypriot	RUS	Russian		
GRE	Greek	SCC	Serbo-Croatian		

Table 11: Personnel Position

Code	Position
T	Teacher
P	Head Teacher
S	Other School Staff

Table 12: Course/Class Subjects

Code	Subject
ELA	English/Language Arts
ENG	English
LA	Language Arts
MATH	Maths
RDG	Reading
RE/WR	Reading/Writing
SE	Special Education
WR	Writing

Additional Preparation Instructions

For Your Files

- Every row of data in the file must be a single record.
- There can only be one header row for a set of records, and every header in the row must be unique (see Tables 3–5 on page 221). If you have accidentally included more than one header row, the *first* one in the file will be chosen as the header. If that row is not the correct header row, select the correct row during the import (see step 7 on page 185).
- If the files you are importing have columns of data that cannot be imported (not one of the 23 types allowed), you can either remove that data from the files, or you can create a fake header for that data (like **XYZ** or **DoNotImport**) and instruct the program to ignore that column during the import (see step 7 on page 185).
- It is possible to combine *different* types of data (student, personnel or class) into a single record. You cannot do this with the same types of data: for example, a record could have a student and a class in it, but not a student and another student. The software will interpret records with multiple data types as follows:

Types of Data Present in a Record[a]	Example (Header and Record)	Interpretation During the Import: "This is a..."
Student data + class data	SLast,SFirst,Course,Class Roberts,Timothy,English,Creative Writing	Student record for Timothy Roberts, who is enrolled in Creative Writing (a class in the English course).
Personnel data + class data	TLast,TFirst,Course,Class Andrews,Sally,English,Creative Writing	Personnel record for Sally Andrews, who is assigned to Creative Writing (a class in the English course).
Student data + personnel data + class data[b]	SLast,SFirst,TLast,TFirst,Course,Class Roberts,Timothy,Andrews,Sally,English,Creative Writing	Student record for Timothy Roberts, who is enrolled in Creative Writing—a class in the English course which Sally Andrews is assigned to.
Student data + personnel data	SLast,SFirst,TLast,TFirst Roberts,Timothy,Andrews,Sally	Student record for Timothy Roberts. Personnel record for Sally Andrews.[c]

a. A single row of data.

b. This is the best type of file because it allows you to import students and personnel, enrol students into classes and assign personnel to classes all at once.

c. A student record and a personnel record can only be "joined" by a class record. The result of *this* import would be the same as importing two separate records, one for the student and one for the personnel member.

Note: The addition of class data to student data and/or personnel data will affect the options you can choose during the import process (see step 10 on page 188).

- Every row must have the same number of items in it, in the same order as the header row. If pieces of information are unavailable for a record, "placeholders" (empty table cells, commas or tabs) should be used to make the number of items in each row the same. One of the ways the software determines if a row of data should be imported or not is by counting the number of items in *every* row and seeing how many the majority of the rows have. That majority is considered the "standard" number of items, and any record that has more or fewer items than that will be ignored during the import.

For Renaissance Place

- In order to import information into Renaissance Place, at least one school year will need to be set up and you must have at least one school. See "Adding School Years" on page 41 to add school years.
- One of the first steps during an import is selecting a school year to import the data into; later in the process you can narrow this down to a specific marking period if you have created any and are importing class data. (If not, the school year will be used.) To create a marking period, see "Defining Marking Periods" on page 14.

The next two pages show examples of files before and after preparation for import.

.txt or .csv File (in Plain-Text Editor), Comma-Separated Values: Before Preparation

In this example, each row has two types of data: a student and a personnel member. Since there is no class data included (see page 225), two separate, unrelated records will be created in Renaissance Place for each row during this import: a student record and a personnel record.

Ⓐ
Ⓑ `Knight,Bethany,Lynn,F,January 10 2003,NNM15K,Hendricks,Shelley,Anne,TZP27N`
Ⓒ `Bass,Chancellor,Herbert,M,13/08/2003,HOT80F,Nolan.Julie,Johanna,JCZ10O`
Ⓓ `Sharp,Aretha,Christina,31/01/2002,GWJ54C,F,Justice,Wyatt,Kevin,MEU82T`
Ⓔ `Johns,Holly,Olivia,F,26/04/2004,MIR71A,Talley,Jason,Humbert,LJS85M`
Ⓕ `Ware,Kylie,Erasmus,M,09/03/2004,ZKT47K,Wiley,Kylan,Alan,`
Ⓖ `Osborn,Ila,Dierdre,F,10/06/2004,ZQV90O,,Warren,Hannah,Huntington,BLX83T`

Ⓐ The file does not have a header row.

Ⓑ The student's birth date is formatted incorrectly.

Ⓒ A period is used instead of a comma to separate *Nolan* from *Julie.* This will cause two problems:

- The program will not realise that these are two separate names.
- When the number of items in each row are counted to determine what the "standard" number is, it will count these two names as a single item, throwing off the item count for that row.

Ⓓ The gender (F) is in the wrong place, after the ID, instead of before the birth date like the others.

Ⓔ No problems.

Ⓕ Watch out for extra delimiters at the end of rows. The comma at the end of this row is correct if the second person in the record (Kylan Alan Wiley) has no ID; the comma will be interpreted as an "empty cell" and included when counting the number of items in the row.The comma is *incorrect* if the person has an ID but it has not been entered into the database.

Ⓖ In this row, there is an extra comma after the first ID (ZQV90O). The program will count this as an "empty cell," throwing off the item count for the row.

The current item count for each row would be Ⓑ = 10, Ⓒ = 9, Ⓓ = 10, Ⓔ = 10, Ⓕ = 10, and Ⓖ = 11. The program would therefore consider 10 to be the standard number of items in a row, and any rows with more than 10 items (Ⓖ) or less than 10 items (Ⓒ) will be ignored during the import.

The Same File, After Preparation

Ⓐ `SLast,SFirst,SMiddle,SGender,SBirthday,SID,TLast,TFirst,TMiddle,TID`
Ⓑ `Knight,Bethany,Lynn,F,10/01/2003,NNM15K,Hendricks,Shelley,Anne,TZP27N`
Ⓒ `Bass,Chancellor,Herbert,M,13/08/2003,HOT80F,Nolan,Julie,Johanna,JCZ10O`
Ⓓ `Sharp,Aretha,Christina,F,31/01/2002,GWJ54C,Justice,Wyatt,Kevin,MEU82T`
Ⓔ `Johns,Holly,Olivia,F,26/04/2004,MIR71A,Talley,Jason,Humbert,LJS85M`
Ⓕ `Ware,Kylie,Erasmus,M,09/03/2004,ZKT47K,Wiley,Kylan,Alan,AWA42S`
Ⓖ `Osborn,Ila,Dierdre,F,10/06/2004,ZQV90O,Warren,Hannah,Huntington,BLX83T`

.xls, .xlsx, or .csv File (in Excel): Before Preparation

In this example, each row has three types of data (student, personnel and course/class). This means that three separate records will be created from each row during the import—a student record, a personnel record, and a course/class record; additionally, the student will be enrolled in the class and the personnel member will be assigned to the class.

	SFirst	SLast	SBirthday	SYear	Gender	TFirst	TLast	Gender	Course	Class
Ⓘ	Kyra	Barrera	04/03/2003	1st	F	John	Cantu	M	Reading	Young Readers I
Ⓙ	Colt M.	Pollard	14/12/2002	2	M	Hanae	Steele	F	Maths	Add It Up!
Ⓚ	Yvonee	Sims	13/04/20003	1	M	Dora	Shepard	F	Reading	Story Share
Ⓛ	Kiayada	Benson	07/09/2003	1	F	Johnny	Cantu	M	Reading	Young Readers I
Ⓜ	Martin	Mann	13/10/2004	R	M	Dora	Shepard	F	Reading	“Story Time”
Ⓝ	Nyssa	Howard	09/05/2002	2	F	Alvin Beasley		M	Maths	Productivity
Ⓞ	Chad	Estes	22/10/2002	2	M	Brent	McKay	M	Maths	Divide and Conquer!

Ⓗ Two of the headers are identical (Gender, above the fifth and eighth columns).

Ⓘ The student year (SYear) should be numerical like the others, not an ordinal symbol.

Ⓙ A middle initial has been included with the student’s first name (SFirst).

Ⓚ The student’s birthday (SBirthday) has an extra “0” in the year.

Ⓛ If the teacher “Johnny Cantu” (TFirst and TLast) is the same person as “John Cantu” (in row Ⓘ), then either “John” or “Johnny” should be used for both entries.

Ⓜ The name of the class (Class) has quotes around it; *all* characters in a cell will be included in the import, so make sure there are no unintentional punctuation marks or word spaces.

Ⓝ The teacher’s first name and last name are in a merged cell.

Ⓞ The class name (Class) has a hard return before it; this *may* cause a problem during the import.

The Same File, After Preparation

	SFirst	SLast	SBirthday	SYear	SGender	TFirst	TLast	TGender	Course	Class
Ⓗ	Kyra	Barrera	04/03/2003	1	F	John	Cantu	M	Reading	Young Readers I
Ⓘ	Colt	Pollard	14/12/2002	2	M	Hanae	Steele	F	Maths	Add It Up!
Ⓙ	Yvonee	Sims	13/04/2003	1	M	Dora	Shepard	F	Reading	Story Share
Ⓚ	Kiayada	Benson	07/09/2003	1	F	John	Cantu	M	Reading	Young Readers I
Ⓛ	Martin	Mann	13/10/2004	R	M	Dora	Shepard	F	Reading	Story Time
Ⓜ	Nyssa	Howard	09/05/2002	2	F	Alvin	Beasley	M	Maths	Productivity
Ⓝ	Chad	Estes	22/10//2002	2	M	Brent	McKay	M	Maths	Divide and Conquer!

Glossary

Words in *italics* are links to other glossary terms.

Term	Definition	Related Information
capability	The ability to perform certain tasks in the Renaissance Place program or other programs. Default capabilities are assigned to people based on what *user group* they belong to, but they can be changed (either for individuals or for user groups, and also for existing users or new users).	▸ Managing Capabilities, page 53 ▸ Table of Default Capabilities, page 58
capacity	The number of *students* that are allowed to use Renaissance Place products. Capacity limits can be purchased or tracked at either the *school* level or *school network* level. Additional capacity can be purchased when necessary.	▸ About Student Capacity, page 207
characteristic	An attribute assigned to a *student* (e.g., gifted and talented, special education needs, etc. Several standard characteristics are included in Renaissance Place; custom characteristics can also be created.	▸ Editing the Characteristics Assigned to One Student, page 98 ▸ Adding Student Characteristics, page 99
class	A session in which the subject of a *course* is taught. One *primary teacher* is selected for a class, and *team teachers* may be added. *Students* are added to (enrolled in) a class. Classes may be *complete* (with a teacher, products and students) or *incomplete*.	▸ Adding Classes and Enrolling Students in the Classes, page 22 ▸ Editing Classes, page 131 ▸ Enrolling or Un-Enrolling a Student from Classes, page 106 ▸ Managing Classes, page 124 ▸ Complete and Incomplete Classes, page 126 ▸ Assigning Products to Classes, page 129 ▸ Adding or Removing Team Teachers for a Class, page 136 ▸ Copying Classes from the Previous School Year, page 127
class enrolment	The assignment of one or more *students* to a specific *class*. A student can be enrolled in a school and not have any class enrolments, but a student enrolled in a class must be enrolled in the school that class takes place in.	▸ Enrolling or Un-Enrolling a Student from Classes, page 106
client software	Additional software that must be downloaded from Renaissance Place in order to use certain products and/or hardware.	▸ Checking Software Requirements, page 26

Term	Definition	Related Information
complete classes	Complete classes have a *primary teacher*, students enrolled and products selected/ assigned. These are the classes that can use the software. *Incomplete classes* are missing the primary teacher, students or products, so they cannot use your Renaissance Place products.	▸ Complete and Incomplete Classes, page 126 ▸ Editing Classes, page 131 ▸ Adding or Removing Students in Classes, page 134 ▸ Assigning Products to Classes, page 129
consolidation log	A *report* that is automatically generated every time a *data* consolidation is run. It tells when the consolidation was run and lists any errors that may have occurred.	▸ Reconsolidation, page 143 ▸ Viewing the Consolidation Log, page 142 ▸ What to Do If You Cannot Print Consolidated Reports, page 178
consolidation schedule	A specific time chosen to run a data consolidation so that the most current information will appear on Consolidated *reports.* There is a consolidation scheduled by default at 2:00 A.M. every day, but this schedule can be changed.	▸ Setting Up a Consolidation Schedule, page 141 ▸ Reconsolidation, page 143
course	A program of study for one subject which *classes* are added to. For example, there could be three different classes (First Period, Second Period and Third Period) in a single Second-Year Maths course.	▸ Managing Courses, page 119 ▸ Adding Courses, page 21 ▸ Adding Classes and Enrolling Students in the Classes, page 22
dashboard	A Renaissance Place page that provides quick overviews of how specific *schools,* years or groups are performing with regard to various targets and benchmarks.	▸ Renaissance Place Dashboard, page 200
data	All of the information that Renaissance Place keeps track of, including information about the *school network*, *schools,* personnel, *courses, classes* and *students.*	▸ Reconsolidation, page 143 ▸ Set the Data Editing Restrictions Preference, page 208
database	The computer (server) where all Renaissance Place data is stored. An **external** database is a separate database where additional information might be kept. For some types of data, it is possible to import data into Renaissance Place from an external database.	▸ Managing Data Imports, page 179
deactivated	See *inactive (deactivated)*.	
deleted (erased)	▸ A deleted *record* is one that has been removed from the Renaissance Place *database*. The program no longer uses it and cannot access it. ▸ Attempting to delete a record that has certain types of data associated with it may cause the record to become *inactive (deactivated)* instead. ▸ A deleted record cannot be reclaimed. ▸ Records for personnel members, *students, courses* and *classes* can be deleted. Compare to *inactive (deactivated)* and *permanently removed.*	▸ Deleting or Deactivating Personnel, page 77 ▸ Deleting Students, page 114 ▸ Deleting Courses, page 122 ▸ Deleting Classes, page 139

Term	Definition	Related Information
enrolment	See *class enrolment* and *school enrolment*.	
enterprise	A type of *licence model*. The enterprise model provides access to all content and includes enhanced features for some products. The enterprise model is not available for all products.	
erased	See *deleted (erased).*	
export file	A *data* file that has been exported from one program so that it can be imported into Renaissance Place.	▸ Importing Student Information from a Renaissance Place Export File, page 179 ▸ Importing Spreadsheet, Comma-Separated or Delimited Data Files, page 182
inactive (deactivated)	▸ An inactive *record* is still in the Renaissance Place *database,* but is normally not used by the program. ▸ Attempting to delete a record that has certain types of data associated with it may cause the record to become inactive instead. ▸ An inactive record can be *reactivated (restored)*. ▸ Some Renaissance Place search functions allow the inclusion of inactive records—this can be helpful if you need to reactivate a record but cannot remember all of the details in it. ▸ Records for personnel members, *students, courses* and *classes* can be deactivated. Compare to *deleted (erased)* and *permanently removed*.	▸ Deleting or Deactivating Personnel, page 77 ▸ Deleting Students, page 114 ▸ Deleting Courses, page 122 ▸ Deleting Classes, page 139 ▸ Reactivating Personnel, page 79 ▸ Reactivating Students, page 116
incomplete classes	Incomplete classes are missing the *primary teacher*, students or products. These classes cannot use your Renaissance Place products. *Complete classes* have all three and can use the software.	▸ Complete and Incomplete Classes, page 126 ▸ Adding or Removing Students in Classes, page 134 ▸ Assigning Products to Classes, page 129 ▸ Editing Classes, page 131
lead teacher	When you add *team teachers* to a class, you select which teacher is the "lead" or main teacher for each product that the class is using. The lead teacher may be a team teacher or the *primary teacher* for the class. On reports for each product, the lead teacher is the one shown as the teacher of the class.	▸ Adding or Removing Team Teachers for a Class, page 136
licence model	The type of software licence a *school* or *school network* has purchased, which determines how the software can be used.	▸ Alerts, page 4 ▸ About Student Capacity, page 207

Term	Definition	Related Information
marking period	A span of time during a *school year.* Many Renaissance Place *reports* can be customised to show *data* from a particular marking period, and some products (like Accelerated Reader and Accelerated Maths) have targets based on marking periods.	▸ Defining Marking Periods, page 14 ▸ Copying Marking Periods from the Previous School Year, page 45 ▸ Viewing Marking Periods, page 47
non-teaching day	A day in which *school* is not in session, such as a holiday or a *teacher* in-service. Non-teaching days do not include weekends. Non-teaching days are used in calculations in some reports.	▸ Non-Teaching Days, page 16 ▸ Copying Non-Teaching Days from the Previous School Year, page 48 ▸ Viewing Non-Teaching Days, page 49
option	A choice made by a user to change the way the program functions or the kinds of *data* accessed. Each Renaissance Place *report* has a number of options that can be chosen in order to narrow down the data presented in the report. Compare to *preference*.	▸ Switching Roles from the Home Page, page 6 ▸ Working in a Different School Year, page 44 ▸ Report Descriptions, page 149
permanently removed	▸ A permanently removed *student record* is one that has been completely removed from the Renaissance Place *database*. ▸ A grace period is built into the software, allowing a permanently removed record to be *recovered* within 30 days of its removal. After those 30 days have passed, the record cannot be recovered. ▸ Only student records can be permanently removed. Compare to *deleted (erased)* and *inactive (deactivated).*	▸ Editing Multiple Students, page 102 ▸ Recovering Student Records, page 105
preference	Preferences, when selected, determine what program functions are available or unavailable throughout an entire *school* or *school network* (unlike *options,* which are usually temporary and only affect the person choosing them).	▸ Blocking Reports Based on Characteristics or Ethnicity, page 149 ▸ Set the Data Editing Restrictions Preference, page 208 ▸ Setting Login Attempts Allowed, page 210 ▸ Security Options for Students, page 211
primary teacher	The primary teacher is the main teacher for each *class*; when you add or edit a class, you must select a primary teacher before you save the class. If you import classes without a primary teacher specified, those classes will be listed as incomplete classes. In addition to the primary teacher, you can add *team teachers* to classes. Either the primary teacher or a team teacher may be the *lead teacher* for a product that the class uses.	▸ Adding Classes and Enrolling Students in the Classes, page 22 ▸ Editing Classes, page 131
products	The individual programs that are used with Renaissance Place and are part of the Renaissance Place suite, such as Accelerated Reader, Accelerated Maths and the STAR products.	▸ Assigning Products to Classes, page 129 ▸ Checking Software Requirements, page 26

Term	Definition	Related Information
reactivated (restored)	▸ A *record* that was *inactive (deactivated)* but has been brought back into use by the program. ▸ Any type of inactive record (*school,* personnel, *student, course* or *class*) can be reactivated. ▸ The most common method of reactivating an inactive record is to add a new record with the same information as the inactive record. The user has the opportunity to continue adding a new record or reactivate the inactive one. Compare with *recovered.*	▸ Reactivating Personnel, page 79 ▸ Reactivating Students, page 116 ▸ Reactivating Courses, page 123 ▸ Reactivating Classes, page 140
record	A collection of *data* about an individual *student* or personnel member.	▸ Managing Data Imports, page 179 ▸ Managing Personnel, page 64 ▸ Managing Students, page 83
recovered	A *student record* that was *permanently removed* but reclaimed before the 30-day grace period expired. Compare with *reactivated (restored).*	▸ Recovering Student Records, page 105
report	A customised analysis of various pieces of Renaissance Place *data,* often including charts and graphs. Renaissance Place reports are called **consolidated** reports. Individual products have their own reports, with their own *options* and methods of generation.	▸ Managing Consolidated Reports, page 144 ▸ Report Descriptions, page 149 ▸ School-to-Home Report, page 175 ▸ What to Do If You Cannot Print Consolidated Reports, page 178
reporting parameter group	A customised group made of *students* with similar properties, such as ethnicity, gender and year. Reporting parameter groups can be saved so that *reports* for the same group of students can be run for comparison over time.	▸ Reporting Parameter Groups, page 147 ▸ Blocking Reports Based on Characteristics or Ethnicity, page 149
reporting period	Similar to a *marking period*, except that Renaissance Place's reporting periods are **only** used when generating consolidated *reports,* while marking periods can have other functions.	▸ Adding Reporting Periods for Consolidated Reports, page 18 ▸ Editing Reporting Periods, page 144 ▸ Deleting Reporting Periods, page 145
restored	See *reactivated (restored).*	
school	A building or group of buildings where *classes* are taught to *students.* A *school network* is made up of schools located within a specified area that are all administered by a board of education.	▸ Managing Schools, page 51 ▸ Editing Personnel School Assignments, page 74 ▸ Editing Students' School Enrolment, page 92 ▸ Editing Multiple Students, page 102
school administrator	A personnel member who serves in an administrative capacity at a *school* (head teacher, deputy head teacher, intervention specialist or librarian).	▸ Switching Roles from the Home Page, page 6 ▸ The User Groups in Renaissance Place, page 53 ▸ Table of Default Capabilities, page 58

Term	Definition	Related Information
school assignment	The assignment of a personnel member to a *school*. Personnel members can be assigned to more than one school in a *school network*.	▸ Editing Personnel School Assignments, page 74
school enrolment	The assignment of a *student* to a specific *school*. A student can be enrolled in more than one school in a *school network*.	▸ Editing Students' School Enrolment, page 92 ▸ Editing Multiple Students, page 102
school level	A *capacity* type that limits capacity for a product to individual *schools.*	▸ About Student Capacity, page 207
school network	A geographical division with specified limits whose *school(s)* are administered by a local board of education.	▸ Changing School Network Information, page 40 ▸ Editing School Network Personnel Assignments, page 76
school network administrator	The head of a *school network* (the RP administrator).	▸ Switching Roles from the Home Page, page 6 ▸ The User Groups in Renaissance Place, page 53 ▸ Table of Default Capabilities, page 58
school network shared	A *capacity* type that allows *schools* within a *school network* to share capacity for a product.	▸ About Student Capacity, page 207
school network staff	Non-administrative personnel whose job functions may range across several *schools* in a *school network* (e.g., curriculum director, chief education officer or educational psychologist).	▸ Switching Roles from the Home Page, page 6 ▸ The User Groups in Renaissance Place, page 53 ▸ Table of Default Capabilities, page 58
school staff	Non-administrative personnel members other than *teachers* that are assigned to a *school* (e.g., G&T coordinator, guidance counsellor or head of department).	▸ Switching Roles from the Home Page, page 6 ▸ The User Groups in Renaissance Place, page 53 ▸ Table of Default Capabilities, page 58
school year	A single full-length *school* session, usually running from August/September of one calendar year to May/June of the following one. The starting and ending dates for a school year typically change from one calendar year to the next. School years are sometimes divided into quarters, semesters and/or trimesters; summer sessions may also be considered a part of a school year.	▸ Managing School Years, page 41 ▸ Working in a Different School Year, page 44 ▸ Copying Classes from the Previous School Year, page 127
serial number	A number which, when registered by Renaissance Learning, allows a *school* or *school network* to use any products they have purchased.	
service	A type of *licence model*. The service model is available for all products, which provides standard features and requires content to be purchased separately for some products.	

Term	Definition	Related Information
student	A student enrolled in one or more *classes* in a *school*. Students can be enrolled in more than one school in a *school network*.	▸ How Students Log In to the Software, page 32 ▸ Managing Students, page 83 ▸ Security Options for Students, page 211
subscription information	A list of the products registered for a *school* or *school network*, along with the *serial numbers,* subscription dates and *capacity* available.	▸ About Student Capacity, page 207
supporting software	Third-party software that is used by some Renaissance Place products, such as Adobe Reader and Adobe Flash Player.	▸ Checking Software Requirements, page 26
teacher	A personnel member assigned to instruct one or more *classes,* either as a Lead teacher (every class must have one) or a Team teacher. Teachers can be assigned to multiple classes and to more than one *school* in a *school network*.	▸ Switching Roles from the Home Page, page 6 ▸ The User Groups in Renaissance Place, page 53 ▸ Table of Default Capabilities, page 58 ▸ Editing Classes, page 131 ▸ Adding or Removing Team Teachers for a Class, page 136
team teachers	Team teachers can be added to classes, but unlike the *primary teacher*, team teachers are not required for classes. Team teachers can view class information and work with classes. When you add team teachers, you can choose which teacher (the primary or one of the team teachers) is the *lead teacher* for each product that the class is using; that is the teacher who will be shown on reports for that product. You can add and remove team teachers when you edit classes or click **Add/Remove Team Teachers** for that class in the list of Complete or Incomplete Classes.	▸ Adding or Removing Team Teachers for a Class, page 136 ▸ Editing Classes, page 131
user group	A user group is a set of people who hold particular positions within a *school* or *school network*. The user group a person belongs to determines what capabilities that person has in the Renaissance Place program. The user groups are *school network administrators, school network staff, school administrators, school staff, teachers* and *students.* A person can belong to more than one user group (e.g., a school staff member who also teaches *classes*).	▸ Switching Roles from the Home Page, page 6 ▸ The User Groups in Renaissance Place, page 53 ▸ Table of Default Capabilities, page 58

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About Renaissance Learning UK

Renaissance Learning UK is a leading provider of assessment technology for primary and secondary schools. Our products promote success amongst students of all ages and abilities through personalised practice in reading, writing and maths, and by providing teachers with immediate feedback and data that helps inform instruction.

Our Accelerated Reader (AR) Advantage and Accelerated Maths (AM) Advantage software, together with the interactive NEO 2 writing tool, help to enhance literacy and numeracy skills, support differentiated instruction, and personalise practice to optimise student development. The world's most widely used reading software, Accelerated Reader schools report an average of two years' reading age growth in just one academic year.

A member of BESA, we also support The Schools Network (formerly SSAT), National Literacy Trust and Chartered Institute of Library and Information Professionals amongst other organisations.

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